

**Welcome**  
P 1-2

**Objective 2 Update**  
P 3-5

**Objective 3 2000-2002  
Programme Performance**  
P 6-9

**Co-Financing Update**  
P 10-11

**Objective 3 Round 9  
Call for Applications**  
P 12-14

**Stop Press**  
P 15

**Objective 3 ESF  
The Changes Explained**  
P 16-21

**Do you know where your  
Compact is?**  
P 22-23

**NWN MV Contract Review**  
P 24-25

**Other European  
Funding**  
P 26-38

**Transnational Partner Search**  
P 39-41

**Consultations**  
P 42-45

**Non European  
Funding**  
P 46-49

**Training & Events**  
P 50-52

**Publications**  
P 53-56

**Noticeboard**  
P 57

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# WELCOME

Welcome to the 47<sup>th</sup> Issue of the North West Network Newsletter. We are pleased to report on the call for Objective 3 bids under the current direct bidding round. Please see the complete article on Page 12. We have also produced an article on the Objective 3 Programme performance from 2000 to 2002, which is quite an interesting read. This article can be found on page 15.

## **STOP PRESS**

Learning and Skills Council Greater Merseyside have just issued their Discretionary Funding Prospectus October 2003 (HALTON) for residents and organisations in the Halton area only. Further information can be found on page 15.

As with previous editions of this Newsletter we are pleased to be able to publish the personal profile for Cathy Jackson who is part of the Volunteer Development Team.

## **Cathy Jackson Research Project Manager**

I'm Cathy Jackson one of the newer members of staff at North West Network having been in post since December 2002. I'm working with the Volunteer Development Team and part of my role is to assist in the development of the North West Volunteering Forum (NWVF). NWVF is currently involved in a piece of research around the Compact between Government and the

Voluntary and Community Sector with an emphasis on the Volunteering Code of Good Practice. You should have all received one of our questionnaires, if you have returned it - thank you, if not then please dig it out and send it back as soon as possible. If you can't find it, give me a call, send me an email or download it from our website, click on news then consultation.

My current personal mission is to try to refrain from shortening Voluntary and Community Sector to VCS and to use the full title as much as possible. We are the Voluntary and Community Sector, people have fought long and hard for it to be recognised and just when it is beginning to be commonplace it gets shortened to VCS. A certain political party may be comfortable shortening their leaders name to his initials but I still prefer to give the Voluntary and Community Sector the full title it deserves.

I have worked in the Voluntary and Community sector since January 1982 although the earliest recollection that I have of being a volunteer was when some school friends and I volunteered for a clean up day in St. Josephs Cemetery in Moston, North Manchester. I have two memories of the day, one being interviewed for local radio about what we were doing and the other being totally terrified that a hand would appear out of one

of the graves as in a popular film of the era.

Ironically, nowadays, I tend to spend most of my free time hoping to 'find' deceased ancestors as one of my hobbies is genealogy. I have to confess to being a complete internet addict and this has made my genealogy research much easier. In fact it is more of an obsession than a hobby, to find the next lead that will open up a new line of enquiry.

When I'm not plugged in to my computer, I'm usually giving a lift, dropping off or picking up one of my 3 teenage sons - the football season rolls into the athletics season and badminton is all year round. I try to keep up with teen culture and can text quite fast now although I can't get out of the habit of complete sentences and appropriate grammar.

My 'street cred' goes up once a year when I pack my tent and head off to Glastonbury Festival. This is the only time the boys don't object to tagging along.

I'm currently on the Trustee Board of my local Youth Project after being a volunteer Youth Worker for many years. Oh how I miss those sleepless residential!

Well that's me in a nutshell so to speak. People often say to me "I bet you never have a dull moment." I reply, "I never have a moment but if I did, I wouldn't care if it were dull or not."

*Cathy Jackson*

# Objective 2 Update

## **Latest Update on Spend**

Approval has now been granted to classify the Business Investment Scheme (BIS) as a 'fund', which will contribute £19m spend towards the programme. However, final approval is subject to various technical requirements. Steps continue to be taken to achieve more spend on quality activity in the course of the current calendar year. This will ensure that the region avoids the pressures from the threat of decommitment in the future.

## **Findings of Mid-Term Evaluation**

Feedback from the Mid-Term Evaluation suggests that priorities in the Objective 2 programme remain generally valid. However, the report has highlighted a number of key issues. These include the following:

- Ensuring that the programme strategy meets the social and economic needs of the region.
- Reducing complexity in the management of the programme.
- Increasing equal opportunities throughout the programme.
- Integrating the strategies for infrastructure, training and education.

The Programme Monitoring/ Regional Committee is currently working to respond to these recommendations. As a starting point, a new Governance Structure has been

developed with key partners. The new Governance Structure was agreed at the Programme Monitoring/ Regional Committee (PMRC), with effect from 1st November 2003. The new structure will include a Programme Monitoring/Regional Committee, an Objective 2 Advisory Group, an Objective 3 Advisory Group and a Performance Management Group. The County Working Groups will be replaced by a series of informal sub-regional networks. The proposed changes were approved subject to a number of points of clarification and further discussion e.g. the role and membership of the Performance Management Group and the operation of the sub-regional networks.

## **Regeneris Report**

Following the Mid-Term Evaluation, Regeneris Consulting was commissioned to develop the programme strategy in order to better reflect the current socio-economic and policy environment in the region. The most significant changes that they proposed were:

- The extension of the scope of Measure 3.3 (Connecting with 'Communities in Need') and potentially 2.4 (Connecting Communities) to allow for more significant investment in public transport, improving connections between

communities in need and areas of opportunity.

- The expansion of tourism activity to include area marketing, events and festivals, supporting the development of the new Regional Tourism Strategy and the refocusing of Measure 3.2 (Maximising the Economic Potential of the North West's Natural, Cultural and Other Heritage Assets) to provide a more holistic approach to tourism.
- The support in both Priority 1 (Business and Ideas) and Priority 3 (Strategic Regional Investment) for actions that better develop and exploit the region's knowledge base (in Higher Education Institutions, larger firms and amongst cluster networks).

#### **Update From The Programme Monitoring/Regional Committee (PMRC).**

A wide range of issues were discussed and agreed at the PMRC meeting on 14<sup>th</sup> August 2003. The main discussion points are summarised as follows:

##### **Objective 2:**

- Noted progress and key recommendations of the Mid-Term Evaluation and agreed to approve final version via written procedure.
- Agreed future funding proposals for remainder of the Programme.

##### **Priority 1 - Agreed:**

- £15m be set aside for local Action Plans.
- To retain £35m to manage exchange rates and for more strategic regional and sub-regional activity, including activities handled by the Contact-led Knowledge Base and NWDA APS.
- To allocate all future local Action Plan funding on the basis of six new sub-regional groupings to fit in with the ASP framework. The following indicative allocations were agreed :-

Cumbria	£1.7m
East Lancs	£0.9m
North & West Lancs	£1.9m
North Manchester	£3.3m
South Manchester	£6.4m
Halton (Cheshire, but Merseyside ASP Sub-Region)	£0.8m

##### **Priority 2 - Agreed:**

- To allocate 70% of the available funding to Action Plan Partnerships on an indicative basis. The remaining 30% of available funding is to be used to finance activities identified as regionally or sub-regionally significant, on any additional Action Plan requirements, and to manage movements in exchange rates.

##### **Priority 3 - Agreed:**

- That the potentially available allocation of £33.36m (Funds available - £10.762m from the revaluation of the

programme, and Performance Reserve - £22.6m) be allocated to this Priority and used to support activities that will underpin performance by linking opportunity and need.

- Agreed additional allocations to enhance 2003 spend are as follows:

£100,000 (Priority 2) - New East Manchester (agreed in principle)

£920,000 (Priority 3) - Contact-led Action Plan (agreed in principle)

£250,000 (Priority 2) - Blackburn-with-Darwen

£2,169,899 (Priority 2) - Manchester North and South

#### **Claims Form Live and Interactive**

The final version of the Interactive Claims Form has now gone live. One-to-one training for Action Plan Partnership Managers and project managers is currently being undertaken. For project managers - training involves a comprehensive explanation and demonstration of the software. These sessions are to be provided on an ad hoc basis at the request of the Action Plan Managers who run sessions for all their project managers.

# Objective 3 2000 - 2002 Programme Performance

**Voluntary Sector Accession of Objective 3 European Social Fund in the North West from the 1<sup>st</sup> Jan 2000 to 31<sup>st</sup> Dec 2002.**

## **Background**

At the start of the 2000-2006 Objective 3 programme, European Social Fund (ESF) monies could only be accessed by direct bidding to Government Office North West. Organisations could apply for a maximum of 45% of project costs from ESF, the other 55% 'match funding' coming from other non-European sources. In 2002 the system of co-financing was introduced, allowing organisations to apply for 100% project funding. Organisations could either access ESF through direct bidding or Co-financing. In the North West region the 5 Learning and Skills Councils were granted Co-financing status. The change in system of accessing ESF monies has prompted concern over the impact this has had on voluntary sector accession.

This article summarises a report on voluntary sector accession of ESF over the period 1<sup>st</sup> January 2000 to 31<sup>st</sup> December 2002. It also provides an analysis of the impact that co-financing has had on voluntary sector accession to ESF funding.

## **Activity**

From 1<sup>st</sup> January 2000 to 31<sup>st</sup> December 2002 there have been 6 direct bidding rounds. Rounds 1, 2 and 6 were full open bidding rounds, where all 12 priorities and measures were available. Round 3 was a 'mop-up' bidding round for priorities and measures where there had been an underspend, namely Priority 2 Measure 3, Priority 3 Measure 1, Priority 5 Measure 1 and Priority 5 Measure 2. Rounds 4 and 5 were restricted bidding rounds for ESF projects that had inextricable links with an ERDF project.

Across the 5 Learning and Skills Councils there have been a total of 11 bidding rounds<sup>1</sup>; 2 in Cheshire and Warrington, 3 in Cumbria, 2 in Greater Manchester, 2 in Lancashire and 2 in Greater Merseyside<sup>2</sup>. Greater Merseyside LSC have reported that over the two rounds there was no co-financed ESF activity in Halton.

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<sup>1</sup> The LSC's have all operated different application processes, not all opting for a bidding round system. For the purposes of this evaluation where a rolling application system has been used the results have been batched as per information sent by the LSC.

<sup>2</sup> Halton is classified as an Objective 3 area but comes under the geographical remit of Greater Merseyside LSC.

## Methodology

Where possible information has been broken down by priority and measure and by the following headings:

- Total number of applications submitted across all sectors
- Total number of voluntary sector applications submitted
- Total number of successful applications across all sectors
- Total number of successful voluntary sector applications
- Total amount of ESF applied for across all sectors
- Total amount of ESF applied for by the voluntary sector
- Total amount of ESF secured across all sectors
- Total amount of ESF secured by the voluntary sector

The following information has not been available/relevant;

- For Direct Bidding Round 1 only details of successful projects from all sectors are available.
- At the moment Cheshire and Warrington LSC are not able to provide information broken down to measure level.
- There was no Co-financed activity in Halton over the period of analysis and so no statistics were received from Greater Merseyside LSC.

An overall analysis has been undertaken (broken down to county level) of ESF accessed by the voluntary sector as compared to that accessed across all sectors in the period from 1<sup>st</sup> January 2000 to

31<sup>st</sup> December 2002. This is through both direct bidding and co-financing. A comparison has been made between those applications received and successful ones from the voluntary sector and indeed all sectors under Round 2 before co-financing was introduced and Round 6, which operated direct bidding at a reduced level due to the introduction of co-financing. The purpose of this was to evaluate the impact the introduction of co-financing has had. As most voluntary organisations tend to apply under Priority 2 Measure 2 an analysis of funding applied for and accessed under Priority 2 Measure 2 in direct bidding Rounds 2 and 6 and through Co-financing from Greater Manchester, Lancashire and Cumbria has also been made.<sup>3</sup>

## ESF Accessed 1<sup>st</sup> January 2000 - 31<sup>st</sup> December 2002

### Overall Analysis

#### Direct Bidding

Across all sectors 907 applications were successfully funded in the period 1<sup>st</sup> January 2000 to 31<sup>st</sup> December 2002, 258 were from voluntary sector organisations. This figure represents 28% of successful applications. Across all sectors £120,968,197 was accessed, £37,898,227 by the voluntary sector. This figure represents almost 31%.

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<sup>3</sup> Cheshire and Warrington LSC are not included in this analysis as there is no measure level information from them as yet.

### **Co-financing**

Across all sectors 253 applications were successfully funded through co-financing in 2002, 62 were from the voluntary sector, this represents 25% of successful applications. Across all sectors £25,608,667 was accessed, £5,655,298 by the voluntary sector representing 22%.

At regional level the analysis does indicate a slight drop in the percentage of successful voluntary sector applications under co-financing and a drop in the percentage of monies accessed.

### **Analysis of Rounds 2 and 6 (Direct Bidding)**

#### **Round 2**

609 applications were submitted across all sectors, 166 of these were from voluntary organisations, this represents 27% of applications submitted. Across all sectors 296 were successful, 78 coming from the voluntary sector, representing 26%. Across all sectors £63,656,372 was applied for, £19,749,560 by the voluntary sector representing 31%. £40,971,150 ESF was successfully secured across all sectors, £13,695,765 by the voluntary sector representing 33%.

#### **Round 6**

250 applications were submitted across all sectors, 100 of these were from voluntary organisations, this represents 40% of applications submitted. Across all sectors 145 were successful. 64 were from the

voluntary sector, representing 44%. Across all sectors £43,916,306 was applied for, with £20,212,234 by the voluntary sector, representing 46%. £32,001,144 ESF was successfully secured across all sectors, with £16,997,090 by the voluntary sector representing 53%.

### **Analysis of Priority 2 Measure 2 through Round 2 and Round 6 Direct Bidding and Greater Manchester, Lancashire and Cumbria Co-financing (2002)**

Priority 2 Measure 2 is the most applied for priority and measure for the voluntary sector. Table 1 indicates that co-financing has not had a negative impact on voluntary sector accession under this priority and measure.<sup>4</sup> Table 1 illustrates that comparatively the percentage of voluntary sector applications has increased under this priority and measure with the introduction of co-financing and that the percentages for Round 6 amounts and Greater Manchester and Cumbria LSC amounts are roughly aligned.

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<sup>4</sup> Lancashire LSC seems to be the exception, only 2 voluntary sector applications were received across all priorities and measures by Lancashire LSC, this would indicate an issue in accessing Co-financed funds overall in Lancashire.

**Table 1**

Analysis of Priority 2 Measure 2 through Round 2 and Round 6 Direct Bidding and Greater Manchester, Lancashire and Cumbria Co-financing

	Total Applications Submitted All Sectors	Voluntary Sector Applications Submitted	% Voluntary Sector Applications Submitted	Total Successful Applications All Sectors	Total Successful Voluntary Sector	% Voluntary Sector Applications Successful
Round 2	172	62	36%	44	17	39%
Round 6	50	26	52%	18	10	56%
GM LSC	48	26	54%	19	9	47%
Lancs LSC	38	0	0	9	0	0
Cumbria LSC	15	8	53%	7	3	43%

## Conclusions

The voluntary sector has accessed the largest proportion of ESF monies through direct bidding in the first half of the current programme compared with all other sectors across the region. At regional level the introduction of Co-financing does not appear to have had a significantly adverse effect on voluntary sector accession to ESF, although in one of the sub-regions accession has been concerningly low.

Concerns have been raised about the support for voluntary sector organisations in filling out Co-financing application forms and the selection process. North West Network have been building relations with the Co-financing Organisations and have been able to advise applicants on their Co-

financing applications. In addition to this, training seminars on the applications process have been run in conjunction with most of the Learning and Skills Councils across the region.

# Co-financing Update

## **Co-financing Update**

There are now six co-financing organisations in the North West, the five regional Learning and Skills Councils (LSC's) and Jobcentre Plus (JCP). All 5 LSC's are now preparing succession CFO Plans for the 3 year period 2004 -2006. In total, they have requested over £78m. (Cheshire £13m; Greater Merseyside for Halton £3m; Cumbria £10m; Lancashire £19m; Greater Manchester £33m). Jobcentre Plus has requested CFO status for the North West region, although they are already operating as a CFO in other regions. In the North West, JCP has submitted one CFO Plan for the whole region and this is coordinated by John Garrett, their regional ESF Officer. JCP expect to deliver the plan through their sub-regional offices.

## **Co-financing Plan**

Each of the co-financing organisations have produced a co-financing Plan. This details their objectives and intentions for co-financing for the remainder of the programme (January 2004 - December 2006). Over the summer these documents were in the public domain for consultation. The plan provides details of financial allocations and the policy fields and measures they will be seeking to fund activity under. It describes the social and economic situation in the geographical area covered and

provides justification for the need for specific project activity.

## **Invitations to Tender**

For all CFO's, there will be a change in the method for calling for bids under the co-financing process. Previously, there was an Expression of Interest stage, followed by a full application for those who were initially successful. Now application is to be by a tender process. The CFO's will support bids that are relevant to their own organisation in terms of their business plan & prospectus, as well as their eligibility for ESF Objective 3 funding. All potential applicants are welcome to apply through co-financing.

Cumbria, Greater Manchester and Lancashire Learning and Skills Councils and Job Centre Plus have recently announced invitations to tender. The deadlines for applications have now passed with the exception of Greater Manchester. The deadline for application to Greater Manchester LSC is the 27<sup>th</sup> of October 2003. It is anticipated that Cheshire and Warrington LSC will be announcing an invitation to tender soon, further details will be sent out in due course. There will be further invitations to tender in 2004.

## **Training**

In order to provide the same level of support to voluntary organisations

looking to access co-financed monies, North West Network recently ran two successful training seminars on the co-financing application process, one in conjunction with Greater Manchester Learning and Skills Council and another with Cumbria Learning and Skills Council. The seminars looked at what was required in the application form, how the applications are assessed and what constitutes a good application.

Representatives from the respective LSC's were in attendance to answer queries. Both events were well attended and delegates noted the benefits of being able to address questions to a representative from the LSC. North West Network are planning on running a similar training event in conjunction with Cheshire and Warrington LSC, further details will be sent out when confirmed and posted on our website [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk).

### **Co-finance Prospectus**

When an invitation to tender is launched the co-financing organisation will produce a co-finance Prospectus. This gives specific detail of activity that is open to tender, and may contain further information on eligible and ineligible activity, the application process, deadlines and project start and end dates. In the case of the Learning and Skills Councils, the application form is also contained in

this document along with guidance for completion.

### **Contact Details**

For further information about co-financing you can either contact a member of the European Team or the relevant co-financing organisation as detailed below:

Cheshire & Warrington LSC  
[www.lsc.gov.uk/cheshireandwarrington](http://www.lsc.gov.uk/cheshireandwarrington)  
Helen Woollacott - 01606 320009  
NB Tender document can be found on [www.lscdf.org.uk](http://www.lscdf.org.uk)

Cumbria LSC  
[www.lsc.gov.uk/cumbria](http://www.lsc.gov.uk/cumbria)  
Richard Jewkes - 01900 733342

Greater Manchester LSC  
[www.lscgm.info](http://www.lscgm.info)  
Julia Finnegan - 0161 261 0433

Greater Merseyside (Halton) LSC  
[www.lsc.gov.uk/merseyside](http://www.lsc.gov.uk/merseyside)  
Pamela Catterall - 0151 672 3456

Lancashire LSC  
[www.lsc.gov.uk/lancashire](http://www.lsc.gov.uk/lancashire)  
Samantha Mercer - 01772 443160

Jobcentre Plus  
[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)  
John Garrett - 0161 873 1124

# Objective 3 Round 9 Call for Applications

## ESF Direct Bidding Round 9

Round 9 is the first direct bidding round to be run under full co-financing arrangements in the North West and represents a significant departure from previous practice. Only those projects falling outside the remit of co-financing plans published by local Learning and Skills Councils and Jobcentre Plus will be eligible.

It is important to note that projects submitted in Round 9 are expected to be for predominantly HIGHER LEVEL skills activity (NVQ Level 4 and above (or equivalent) except under Measures 2.3 and 5.2 which, due to the nature of the provision (e.g. research activities), are open to any relevant activity under the measure guidelines.

Limited funds are available in Round 9 under all Measures (except 1.1 and 2.1, which are to be exclusively co-financed). The restricted nature of this bidding round will ensure that only the very best projects that clearly meet the specified criteria will be successful. Applications that do not fulfil the criteria will not be supported under this round.

Applications are invited for projects running between the 1<sup>st</sup> of January 2004 until the 30<sup>th</sup> of June 2005.

The financial allocations for this bidding round are based on halving

the total available for the 2004-2006 period to take account of the agreement to have 2 x 18 month rounds and are as follows:

- 1.2 - £889k
- 2.2 - £486k
- 2.3 - £778k
- 3.1 - £1.52m
- 3.2 - £647k
- 3.3 - £283k
- 4.1 - £259k
- 4.2 - £292k
- 4.3 - £238k
- 5.1 - £246k
- 5.2 - £1.19m

These figures highlight the extremely limited and highly competitive nature of this round - which except for 2.3 and 5.2 is expected to be exclusively for higher-level skills activity.

Support from Objective 3 of the European Social Fund is available for projects that fulfil the programme's aims. As demand for support far exceeds the available budget, an open competition is held to select the best projects. Applications are scored to distinguish their relative merits, and then ranked according to the number of points scored. Please note that for this round there is no appraisal process. Potential project applications must address regional needs as identified in the revised 2003 North West Regional

Development Plan (RDP) along with the revised regional guidance for Round 9.

Completed applications comprising a disk and the original application and 3 hard paper copies must be returned to North West Network by **12 noon on Friday 21<sup>st</sup> November 2003**.

It is expected that most applicants will now direct their applications to the co-financing organisations detailed below. If you are in any doubt regarding project submission please check with the appropriate co-financing organisation:-

- Cheshire & Warrington LSC  
Helen Woollacott  
01606 320009
- Cumbria LSC  
Richard Jewkes  
01900 733342
- Greater Manchester LSC  
Julia Finnegan  
0161 261 0433
- Greater Merseyside (Halton) LSC  
Pamela Catterall  
0151 672 3456
- Lancashire LSC  
Samantha Mercer  
01772 443160
- Jobcentre Plus  
John Garrett  
0161 873 1124

Local Learning and Skills Council (LSCs) plans and supporting details are on the LSC website at [www.lsc.gov.uk](http://www.lsc.gov.uk). The North West Jobcentre Plus plan is available on [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk).

### Essential Documents for Round 9

To complete the application you will need the following documents;

- National Objective 3 Application Pack  
[www.esf.gov.uk](http://www.esf.gov.uk)
- North West Regional Development Plan (RDP) and Round 9 Regional Guidance (both available on the North West Network Website - [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk))
- Operational Programme for England and Gibraltar-  
[www.esf.gov.uk](http://www.esf.gov.uk)

If you encounter any problems downloading these documents please contact us, we will be happy to post them to you.

### Hints and Tips

- Do not amend a previously submitted application, this will be rejected by Government Office software and returned to you.
- The validation code, version number and audit code **must** be consistent throughout the application and match those on the disk.
- Remember that answers to each of the 9 questions in section 4 must be limited to one page of A4 text on the printout. Any text exceeding this limit will be ignored for scoring purposes.
- Instead of typing directly onto the ESF interactive form, we advise that you type your answers in word then cut and paste into your

application, this makes the application easier to edit.

- You need to submit the original application and 3 hard paper copies along with the exported project disk, completed, signed and stamped public match funding certificates, and promoters declarations for sexual/racial discrimination if appropriate.

### **Selection Process**

Objective 3 is a competitive process. In order to ensure that the best projects are chosen, the selection process consist of nine questions in section 4, one of which provides the scorer with an overview of the project (Question 4.1) and the remaining are scored on the basis of whether applicants have fully, partly, or not at all answered the appropriate question. Both applicants and scoring panel are helped if answers make reference to each sub question. All evidence referred to needs to be recent, relevant and clearly referenced. Government Office is responsible for assessing to what extent the proposed project strategically fits regional objectives outlined in the RDP.

### **Timetable**

21/11/03 - Deadline for applications to North West Network

w/c 01/12/03 - Scoring Panel Convenes

17/12/03 - Programme Advisory Group approves applications

w/c 22/12/03 - Contracts Issued

### **Advice Surgeries**

North West Network will be holding one to one advice surgeries on the application process from the 23<sup>rd</sup> of October onwards. To arrange an appointment please contact Jane Stanistreet on 0161 236 6493.

### **Bid Improvements**

As usual North West Network are happy to advise on your application. Prior to the deadline the European Team will be available for bid improvement and one to one advice surgeries, please contact Ruth Osborn, European Funding Officer, [ruth@nwnetwork.org.uk](mailto:ruth@nwnetwork.org.uk) if you would like to arrange an appointment.

# Stop Press

Learning and Skills Council Greater Merseyside have just issued their Discretionary Funding Prospectus October 2003 (HALTON) for residents and organisations in the Halton area only.

The prospectus contains several project area specifications, each with an accompanying deadline.

Please note that bids received after the relevant deadline will not be accepted. Electronic versions of the application forms are available via email ([james.glendenning@lsc.gov.uk](mailto:james.glendenning@lsc.gov.uk)) or from the LSC website [www.lsc.gov.uk/merseyside/Documents/SubjectListing/FundingLearning/Discretionary-Prospectus.htm](http://www.lsc.gov.uk/merseyside/Documents/SubjectListing/FundingLearning/Discretionary-Prospectus.htm)

Although these can be used to complete the documentation, LSC Greater Merseyside will only accept 3 signed paper copies, by post or by hand. Please note that un-signed applications will not be processed.

All completed applications must be in a sealed envelope and marked in the left-hand corner with the relevant identification code (e.g. The SkillWorks programme WD210H) and returned by the appropriate deadline to:

# Stop Press

James Glendenning (ITT/2003/10)  
Discretionary Funding Team  
Learning and Skills Council Greater Merseyside  
Tithebarn House  
Tithebarn Street  
Liverpool  
L2 2NZ

If you have any queries relating to the completion of these forms you are advised to contact the Discretionary Funding Team on 0151 672 3514.

# Objective 3 - ESF Guidance - The Changes Explained

## New ESF Guidance

In July of this year, changes were made to the ESF guidance. Whilst the changes are not too significant, we feel that you should be made aware of them. This article outlines what changes have been made and what you, as current or potential ESF project practitioners need to know.

The first major change to the guidance is that all references have now changed from 'priority' to 'policy field' (the term 'measure' has remained the same). With regard to other name changes, you should be aware of the following:

- The ESF Unit to the ESF Division or ESFD
- Department for Education and Employment (DfEE) to Department for Education and Skills (DfES).
- Employment Service to Jobcentre Plus
- Final Claim to Project Closure/ Project Closure Report
- EC to EU - Please note also that the logo on all forms and literature has changed to the new logo which now states European Union rather than European Community. It is

important that all new ESF publicity materials acknowledge this change. The new logo can be downloaded from the following web address:

[www.esf.gov.uk/publicity/logogui.de.shtml](http://www.esf.gov.uk/publicity/logogui.de.shtml) Alternatively visit North West Networks Website at [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk)

Page 1 of the guidance now contains a brief overview of co-financing and states that where activity falls within the remit of a CFO, proposals for ESF funding must be made to the appropriate CFO, rather than by a direct bid to the Government Office. This is especially relevant in light of the move towards co-financing, not only across the region, but the country as a whole.

The Objective 1 (pages 12 - 13) and Objective 2 (page 14) overviews have now been redrafted to include definitions of areas where support is available. The Objective 3 overview (pages 15 - 23) has also been redrafted to also include a definition of where support is available and that eligibility is measure specific.

The Rules and Regulations section of the guidance has a number of important changes. You need to make sure that your project adheres to these changes. If in doubt, contact us at North West Network for clarification. The following

alterations have been made under this section:

How much can you claim (page 33) has now been redrafted to include a new last paragraph giving an example showing how to calculate the minimum ESF needed e.g. If your project will cost £80,000 and you identify £60,000 that you can provide in match funding, then ESF can only provide £20,000 towards the project costs. You **cannot** receive £60,000 match funding and then claim the maximum 45% that the match funding can attract (i.e. £36,000).

Revenue (page 34) has also been redrafted giving a clearer definition, explanation and calculation of revenue with a working example. The definition is as follows: Rule 2 of the EC regulations defines receipts (revenue) as 'sales, rentals, services, fees but excluding private sector contributions (which are treated separately in the financial tables).'

Page 40 includes a new section in the guidance 'Special arrangements for sole traders and partnerships'. The guidance is as follows: because of the difficulties involved in getting actual salary or wage costs from sole traders and people in partnerships, there are special rules which you can use. Where sole traders or people in partnerships are beneficiaries and their wage or salary costs are used as private match funding projects can either:

- Continue to verify their actual wage or salary costs by

using their previous year's earnings; or

- Use a notional hourly rate of £10 an hour to calculate wage or salary costs.

A sole trader is an individual who has sole responsibility for their business management, who works alone and who is self-employed. Partners are defined as an association of from two to twenty people carrying out business in common with a view to a profit. If you intend to use the £10 hourly rate, you must make sure the beneficiaries can prove their eligibility and status as:

- Sole traders or partners; and
- People currently registered as self-employed for tax purposes with the Inland Revenue.

You can **only** use the fixed hourly rate of £10 for sole traders or partners. In line with ESF requirements, you will also need to record the number of project hours carried out by beneficiaries.

Page 42 of the guidance sees a new section on Beneficiary Allowances. This states that although there is no upper limit for the allowances you pay beneficiaries, it is important that you consider the following:

- Government Offices will decide if allowances conform to levels within their region and if the allowance represents value for money
- Allowances may affect the level of benefits beneficiaries are entitled to. You should discuss this with

your local Jobcentre Plus office.

- You should be aware that the Inland Revenue may regard some allowances as taxable benefits. You are strongly advised to check with them before setting the allowance levels.

Bonus costs (page 43) have been amended to say that these must now be included in the ESF application. For clarification bonus costs may include bonus payments, loans, childcare or crèche payments and company cars. Ineligible bonus costs include bonus payments or any other allowances you give your staff free of tax, golden handshakes, and exceptional or extraordinary provision for pension rights.

Sections on small items of equipment (page 44) and second hand equipment (page 45) have both been redrafted. The main changes are that no single item can cost £1,000 or more (although there is no limit to the number of small items under £1,000 which you can claim for) and that the total expenditure on small items of equipment will be taken into account when assessing your project's value for money.

Methods of costing (page 46) sees a major change to the guidance with the removal of college base costs. It states that the organisation or college methodology can only be used by higher education institutions (HEI's). HEI's can continue to use this methodology as long as their projects have been approved and

started before 31 March 2003. Revised arrangements for HEI's will be introduced from 1 April 2003.

The 'Keeping Documents' section on page 49 has now changed. This states that you **must** now keep your original documents about implementing and financing your project until **31st December 2011**. This is an important change from previous guidance and should be noted in earnest by all project practitioners in the current programme (2000-06).

The SME section (pages 50 - 51) has been amended. Here it states that ESF support is targeted at SME's, and it provides a new definition of an SME which has:

- Fewer than 250 employees; and **either**
- An annual turnover of 40 million euros or less; **or**
- An annual balance-sheet total of 27 million euros or less.

Also given is the definition of a small enterprise where it is necessary to distinguish between small and medium enterprises. A 'small enterprise' is defined as an enterprise which:

- Has fewer than 50 employees; and **either**
- An annual turnover of 7 million euros or less; **or**
- An annual balance-sheet total of 5 million euros or less.

Page 52 of the new guidance provides new information on ESF for 'People in Prison'. Whilst recognising the value that vocational and other

training can have on people while they are in custody, ESF is primarily aimed at people who are available to work in the job market. Therefore the following eligibility criteria apply to people in custody:

- People sentenced to less than two years can access ESF at any point during their sentence.
- People sentenced to more than two years can only access ESF during the last two years of their sentence.

Funds from government programmes as match funding (pages 52 - 55) has also been redrafted. Here references to programmes that no longer exist have been removed whilst a new paragraph on childcare has been included.

Information on ESF and New Deal (pages 53 - 55) has been updated and minimum wage information has been updated along with a clearer example of the calculation to be used. The maximum ESF contribution towards such a subsidy is 45% of the hourly adult minimum wage multiplied by 40 hours. So, for an Objective 3 project, the maximum payable will be £75.60 a week. This is based on the current minimum hourly rate of £4.20. \*This minimum hourly rate is subject to change.

Information on publicity (page 55) has been revised including a much more comprehensive section on new regulations for projects over 3 million euro in aid.

Wage Subsidy (page 56) has also been updated to show the link to the new minimum wage and how to calculate this.

Page 56 sees a major change on 'People from other countries including refugees and asylum seekers'. To be eligible for support from the European Social Fund an individual must be able to take paid employment in a European Union member state. Asylum seekers are people who want to stay in the United Kingdom. Refugees are people who have already been given permission to stay. Asylum seekers are not usually eligible for ESF support, but refugees are. Until recently, if an application from an asylum seeker was not dealt with within six months they were granted special status. This status enabled them to take paid employment while their application was being assessed and meant they could be supported by ESF. Decisions on asylum applications are now being made more quickly, so it has been decided that there is no need for asylum seekers to be granted special status. Those asylum seekers who already have permission to work are not affected as these new arrangements are not retrospective (cannot be applied to past cases). New asylum seekers cannot be ESF beneficiaries unless they were granted permission to work before this policy change. An exception to this is the Equal programme where orientation provision is available to asylum seekers. This supports asylum seekers in becoming familiar with the institutions and social

structures of the United Kingdom and includes the provision of ESOL.

Page 57 also sees a major change on the subject of training for the public sector. ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believe that direct training of public employees should be supported by the member state. However there are some exceptions. These include:

- Training people to allow them to enter the public sector;
- If the public sector contracts out work to private companies, the contracted company is not considered part of the public sector so training activity will be eligible;
- Support for public sector workers who have either been given or are threatened with redundancy which requires them to carry out vocational training to fit them for a new post;
- Lifelong learning for public sector workers employed in traditionally low skilled work who need career development in their current post;
- Training Jobcentre Plus staff working on modernising or providing activity which is additional to normal Jobcentre Plus activity; and
- Funding teachers for activity beyond the standard support available to help the teachers meet the needs of stated ESF client groups.

The following are considered to be part of the public sector:

Central Government, local authorities, the armed forces, NHS Trusts, GP fundholders; and grant-maintained schools.

However not every situation regarding training in the public sector is considered eligible activity. If there are any doubts about either the activity or what is considered to be part of the public sector, then the guidance advises that you contact Government Office for further advice.

State Aids (pages 57 – 61) contains a major redraft to the guidance. Under the Objective 3 programme, there are elements of the programme which provide support to individuals in employment and in these cases there may be state aid implications because their employers are receiving support towards the costs of training. For the purposes of comprehensive coverage on this matter, we recommend that you refer to the relevant section in the revised guidance.

Page 61 of the guidance 'Using Consultants' now explains the applicant's responsibilities in using consultants and stresses that consultancy fees for completing applications, management fees and commissions cannot be claimed.

The Payment Arrangements section of the guidance contains the following amendments:

A new working example of how to complete a projected profile and advance payment form (page 64); Clearer guidelines are now given on the information to be provided in the interim claims and also on how supplying incorrect information will cause additional work and substantial delays in payment (page 65).

Public match funding certificates and payments (page 68) now includes information on sending PMFC's to Government Offices and what you should do if PMFC's are not available for the whole of the project period.

Pages 68 - 85 sees a completely new section on Audit certificates and payments. We strongly recommend that you read this section in order to understand the new guidelines in relation to your (project's) responsibility to provide audit certificates in line with the new guidance.

In the 'filling in the application form' section of the new guidance you should note the following changes:

The New Equal Opportunities Gateway (page 88) is a new section incorporated in the application form. When you answer question 5.1 you will automatically be routed through to an equal opportunities gateway questionnaire. In order for your application to be appraised you will have to answer all the questions listed in the gateway questionnaire. You should make sure that you cover all 'core criteria' that relate to each gateway question. If you answer all

the questions positively which includes providing information to cover the core criteria listed - your application will pass the equal opportunities gateway. Your project will be awarded six points, which is the only score possible for the questionnaire. These six points will contribute towards your overall score. Applicants should refer to regional guidance, their region's Regional Development Plan and the ESF News website [www.esfnews.org.uk](http://www.esfnews.org.uk) (Equal Opportunities) when answering their gateway questionnaire.

And finally, Project closure guidance is now fully included in the main guidance notes document. Remember to refer to this when completing your Project Closure Report. NB. North West Network will be running training seminars on how to complete the PCR shortly.

We hope that this information will be of use to you in relation to changes that could affect your project. To download a copy of the latest ESF guidance notes you should go to:

[www.esf.gov.uk/objectives/Download Documents/guidance\\_july\\_O3.pdf](http://www.esf.gov.uk/objectives/DownloadDocuments/guidance_july_O3.pdf)

# Do you know where your Compact is?

## **Do you know if one exists in your local authority areas?**

The national document, Compact - getting it right together - Compact on Relations between Government and the Voluntary and Community Sector in England was agreed and published in November 1998. Subsequently 5 codes of good practice have been published, Volunteering, Funding, BME, Consultation and Policy Appraisal and more recently Community Groups.

## **What is a Local Compact?**

The national Compact is an agreement between the Voluntary and Community Sector and Government to improve their relationship for mutual advantage. Local Compacts aim to do this locally between the sector, councils and other local public bodies.

## **What's happening in the North West?**

Throughout the North West, Local Compacts have been published in 17 local authority areas out of a total of 43 areas. 1 County Council has also published a Local Compact. 14 other areas are developing a local compact. Of the remaining 12, 4 are intending to commence developing a local compact before 2004. That leaves 8 local authority areas that either have no intention of developing a local compact or it was

not possible to glean any further information. If you are based in Allerdale, Barrow in Furness, Congleton, Fylde, Pendle, South Ribble, Trafford or Wyre, please contact your local authority, CVS or development agency and ask about development of a local compact - then let North West Network know the outcome.

## **What about local codes of good practice?**

Not all areas intend to publish separate documents locally to define the codes of good practice. Most have added a section on each of the codes to their main Compact. Manchester has recently published its' local Compact and has set up sub groups to look in more detail at Funding, Volunteering and Inclusion. If you know of any specific work being done locally on any of the codes, please contact North West Network.

## **Why have a Local Compact?**

A Local Compact has mutual benefit. Voluntary and Community groups are more likely to have their voices heard. Planning and decision making processes should be more inclusive and the difference you make to your community is more likely to be recognised and valued. Each sector that agrees to the Compact will have some key undertakings. Make sure you know what is in your local

Compact and how you can use it to improve the service you offer, create a better relationship with your local authority or participate in decision making.

### **Compact Week 3<sup>rd</sup> - 9<sup>th</sup> November**

#### **What will you do?**

Coinciding with the 5<sup>th</sup> anniversary of the publishing of the Compact, Compact Week creates an opportunity for you to find out more about what's happening locally or promote your local Compact.

Organisations are being asked to do one thing to raise the profile of the Compact during Compact Week.

You don't have to organise a major event or abseil down your local town hall waving copies of the Compact.

#### **Some simple ideas**

Make sure you know where your Compact is.

Tell your staff and volunteers about the Compact.

Tell your Trustees or Management Committee about the Compact.

Put the Compact on the agenda of any meetings you attend.

Tell a small community group about the Compact.

Tell a BME Voluntary or Community group about the Compact.

Do what I've done and put an article in your newsletter!

#### **Where do I find out more information about the Compact?**

The national Compact secretariat is based at NCVO, Regent's Wharf, All Saints Street, London, N1 9RL. Telephone 0207 520 2454. They have an excellent website [www.thecompact.org.uk](http://www.thecompact.org.uk)

Contact the department within your local authority that has a responsibility for the Voluntary and Community.

Contact your local Council for Voluntary Service or Voluntary and Community Sector Development Agency.

Contact me at North West Network, Cathy Jackson, Room 2715 Sunley Tower, Piccadilly Plaza, Manchester, M1 4BD. Telephone 0161 236 6493. Email [Cathy@nwnetwork.org.uk](mailto:Cathy@nwnetwork.org.uk)

#### **Compact Questionnaire**

Thank you to everyone who has completed the Compact questionnaire included with previous newsletters.

There is still time to return your questionnaire if you haven't got round to it yet. It is on our website [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk) click on News then Consultation or contact me for a hard copy or email copy.

# NWN MV Contract Review

North West Network's role as a Development Agent for the Millennium Volunteer Programme has reached its end as of this October. After three successful years of supporting and developing Volunteer involving organisations as Millennium Volunteer Host Projects, North West Network's youth specific Millennium Volunteers project has moved aside allowing the Volunteer Management Team to pursue a role as a more generic development agent.

Here's an overview of the North West Networks Millennium Volunteers Project's achievements:

- Between 2001 and 2003 North West Network has helped develop 857 volunteer opportunities in its role as a development agent for Millennium Volunteers.
- North West Network Host Projects have produced 582 Volunteer plans with 301 volunteers achieving the Millennium Volunteer Award and 241 volunteers achieving the Millennium Volunteers Award of Excellence.
- Volunteers participating in the North West Network Millennium Volunteers scheme have committed a staggering 102,507 hours of their time towards causes they care about. The

economic value placed on the time given by these volunteers is **£1,028,145.2**

- North West Network has assisted the development of Host Projects. When evaluating their experience as Millennium Volunteer Hosts, Projects identified significant improvements in how they manage volunteers, resulting in a better volunteering experience for young people within their organisation and a stronger position to obtain further funding.

To understand the true level of achievement during the life time of this project you need to look at the individual volunteers who, with the help of Host Project staff, have channelled their passion, imagination, hard work and determination into making life more rewarding and enjoyable for themselves and thousands of other people living in the North West. Unfortunately we can't begin to tell all the individual stories in this newsletter but here are a few case studies:

## **Project Case Study**

### **Sexual Health Youth (SHY)**

SHY is a project of Signpost, a young peoples advice and information centre, based in Wythenshawe. The projects overall aim is to reduce the number of 'unwanted' teenage pregnancy within parts of

Wythenshawe. The project is run by a project worker and group of Millennium Volunteers who are all young mothers from the local area. The role of SHY's volunteers was instrumental from the beginning, the group worked alongside the project worker to design how SHY would be delivered. The young people decided peer education would be the best way forward and underwent training around sexual health issues and counselling to gain the skills they needed to roll the programme out. The young people commented that if someone would have told them a few months before they started at SHY, that **they** would be speaking to young people about sexual health, they wouldn't have believed them. SHY volunteers now go into schools and give talks; they run a drop in centre and have had training to do street outreach work. They have also designed and delivered the training programme for the next generation of peer educators. Many of the original group of volunteers have gone on to pursue a career in youth work; one volunteer was recruited by Signpost to succeed the initial project worker.

### **Volunteer Case Study**

**Name of Volunteer: Jennifer Large**

**Host Project: Tameside**

**Information Shop for Young People**

**Number of hours volunteering: 200**

Since signing up Jennifer has volunteered as a Young Journalist at the Information Shop for Young People. She has contributed enormously to the development of the project, which aims to provide an information and advice service

for young people. Jennifer has also completed the PVP Commonwealth Games and as a result of her experience with the young journalists group, volunteered as a Press Assistant at the Games. Due to her involvement with MV, Jennifer has been awarded a grant by a local charitable trust to enable her to finance her time at University. Jennifer's journalistic skills and general self confidence have increased enormously due to her involvement in MV.

### **What Next?**

Millennium Volunteers as a national volunteering initiative has funding until 2006 and Host Projects will continue to offer MV to its volunteers through partnership with other local Millennium Volunteers projects. The Volunteer Management Team hopes to continue its work with Host Organisations around the development of their volunteering programmes into next year. North West Network would like to take this opportunity to thank all Host Project staff and volunteers for making MV an exciting, rewarding project that has made such a positive impact. We feel all the hard work of the last three years will be sustained as the Volunteer Management Team build on its experience as a development agent for MV (watch this space!), Host Organisations continue to develop their volunteering programmes and through the hundreds of young volunteers who are now ambassadors for volunteering, for life.

# Other European Funding

## CULTURE

### Cultural Co-operation Projects

A new call has been announced by the European Commission inviting proposals for cultural projects and events designed to encourage co-operation between those involved in the cultural sector in the EU Member States. A budget of Euro 1.6 million is available to support eight projects. All projects should involve some form of innovation or experimentation, possibly serving as a basis for future action. Projects should aim to develop transnational European co-operation, contributing towards the creation or strengthening of European networks and co-operation platforms, as well as providing a framework for the exchange of experience and good practice and the wide dissemination of results. Activities should begin before 31 December 2003 and end before 30 November 2004. Four types of project will be supported,

- Co-operation between Member States: Funding will be given to two training actions aimed at improving national, regional or local administrations' understanding of the mechanisms and structures of European cultural co-operation and at facilitating the exchange of skills and experience. The Commission will provide grants of up to Euro 100,000 representing

no more than 70% of project costs.

- Co-operation between Cultural Operators: Funding will be awarded to two co-operation platforms made up of cultural operators and professional organisations in the Member States from any cultural discipline. The Commission will award grants of up to Euro 250,000 representing no more than 70% of project costs.
- Cultural Industries: Funding is available for two co-operation platforms each made up of at least five professional organisations, state or semi-state authorities and operators in the music or publishing sectors.
- Education and Culture: Funding is available for two projects designed and managed by bodies active in the field of culture or education. Activities should be aimed at giving young people an introduction to culture, particularly to music and the visual image, by setting up various educational projects. The Commission will provide grants of up to Euro 100,000, representing no more than 65% of project costs.

**The closing date for funding applications is 31 October 2003.**

For further information, please log on at,

[http://europa.eu.int/comm/culture/eac/other\\_actions/exp\\_act/exp\\_act\\_en.html](http://europa.eu.int/comm/culture/eac/other_actions/exp_act/exp_act_en.html)

Alternatively application forms can also, if necessary, be obtained from the Culture: Policy and Framework Programme Unit, indicating on the envelope 'Preparatory actions — cultural co-operation' at the following address,

European Commission  
Policy Development in the Cultural Sphere  
B-100 — Office: 6/08  
B-1049  
Brussels

## **DEMOCRACY AND HUMAN RIGHTS**

### **Democracy and Human Rights in Albania**

The European Commission is calling for projects to promote, monitor and advocate human rights in Albania. Grants will be awarded up to Euro 50,000. The European Initiative for Democracy and Human Rights Programme covers the development of civil society and citizen participation at all levels, including an equal participation of men and women in Albania and focuses on the development of democracy in the country. It also aims to promote the rule of law and increase the level of accountability of its public administration,

including improving the climate for the fight against corruption and supporting activities that enhance good governance.

For this call, activities falling in the following areas are eligible,

- Children's rights, with a special focus on the marginalisation of children and their exploitation
- Women's rights, with a special focus on domestic violence and discrimination
- Minority rights, with a special focus on marginalisation and discrimination
- Activities against inhuman and degrading treatment (eg in prisons, hospitals, etc) and education on preventing torture
- Transparency of elected bodies, public administrations and public management, with an emphasis on local government and local democracy
- The independence, responsibility and pluralism of the media through the ethical and vocational training of journalists, encouraging legislation, etc (except funds to create new media)

The Programme will fund micro-projects, which consist of sets of activities designed to achieve a specific objective within a limited time frame. The following list is not exhaustive and appropriate

activities that are not mentioned below may also be considered for support. Activities may include,

Awareness raising schemes and campaigns; the production and dissemination of manuals, leaflets, educational and training material; the dissemination and exchange of best practice; thematic seminars, workshops and training activities; activities with women's groups, minority groups, and children non-governmental organisations; the creation and development of NGO networks.

Applicants must be non-profit-making legal persons; be non-governmental organisations; have their headquarters in Albania; and be directly responsible for the preparation and management of the action, not acting as an intermediary.

Application forms are available from the following website,

[www.europa.eu.int/comm/europeaid/projects/eidhr/cfp\\_en.htm#micro](http://www.europa.eu.int/comm/europeaid/projects/eidhr/cfp_en.htm#micro)

**The deadline for submission of proposals is 31 October 2003.**

For further information please contact,

Contracts Section  
Delegation of the European  
Commission in Albania  
Rruga Donika Kastrioti  
Vila no. 42  
Tirana  
Albania

E-mail: [gentiana.xhavara@cec.eu.int](mailto:gentiana.xhavara@cec.eu.int)  
Tel: 00 355 4 228320  
Fax: 00 355 4 230752

### **Arab Women's Rights**

The European Commission is calling for proposals for a programme to promote women's rights in the Maghreb region of Algeria, Morocco and Tunisia. Schemes should include awareness raising, the strengthening of women's organisations and legal and political reforms. The programme is part of the Commission's overall strategy to promote human rights and democracy in countries outside the EU. In this case proposals should be submitted by a partnership made up of women's organisations in each of the three countries.

A total sum of Euro 650,000 has been made available for projects lasting up to three years. The Commission will fund up to 80% of costs, with the minimum grant awarded of Euro 300,000 and a maximum grant of Euro 650,000.

Further information is available from the EuropeAid website at,

<http://europa.eu.int/comm/europeaid/cgi/frame12.pl>

(It is not possible to direct you to the appropriate web page. You will need to log on to the above site and then use the reference 'EuropeAid/117059/C/G/Multi' to search for the call)

**The closing date for applications is 13 November 2003.**

## **ENLARGEMENT**

### **Business Co-operation and Enlargement**

The European Commission is calling for proposals for projects that will exploit new business opportunities arising from enlargement by developing business co-operation between small and medium sized enterprises (SMEs) from the EU and the accession and candidate countries.

The project is part of the EU's Enlargement Programme for SMEs and aims to prepare SMEs from the EU for enlargement, and SMEs from the accession and candidate countries for the internal market. The scheme will support the organisation and implementation of cross European business operating schemes for SMEs, including match making events and other activities, which will stimulate cross border business co-operation and identify new business opportunities. The overall budget for this scheme is Euro 6 million. Minimum grants for projects is Euro 700,000 up to a maximum of Euro 1.2 million.

**The deadline for applications is 10 November 2003.**

For more information please contact,

European Commission

Enlargement DG  
Implementation and Contracts Unit  
Yngve Engström  
CHAR 3/35  
1049 Brussels  
Belgium

E-mail: [elarg-sme@cec.eu.int](mailto:elarg-sme@cec.eu.int)  
[www.europa.eu.int/comm/enlargement/borderregions/index.htm](http://www.europa.eu.int/comm/enlargement/borderregions/index.htm)

## **ENVIRONMENT**

### **Funds for Environmental NGOs**

Grants are available from the European Commission for non-governmental organisations primarily active in the environment and sustainable development field. This year, the EU action programme to promote environmental NGOs is open to organisations from the EU, the 13 accession countries, the countries of the former Yugoslavia and Albania.

Financial assistance will be provided for activities which contribute towards the development and implementation of EU environmental policy and legislation in different regions of Europe. It will also work towards strengthening small regional or local associations working to apply the EU 'acquis communautaire' in relation to the environment or sustainable development in their local area. Support will target the priority areas of the EU sixth environment action programme, namely:

limiting climate change; protecting nature and biodiversity; health and

the environment; and ensuring the sustainable management of natural resources and waste.

For 2004, health and the environment will be a particular priority. The European Commission will provide grants of up to 70% of an applicant average audited annual expenses during the preceding two years for NGOs based in the EU and applicant countries, and up to 80% for those based in Bulgaria, Romania, Turkey and the Balkan countries.

**Applications for funding should be submitted by 4 November 2003.**

Further information is available from,

[http://europa.eu.int/comm/environment/funding/intro\\_en.htm](http://europa.eu.int/comm/environment/funding/intro_en.htm)

Alternatively please contact,

Secretariat / ENV.A.1  
European Commission  
Office: BU-9 0/10  
B-1049  
Brussels

## **EQUAL OPPORTUNITIES**

### **Community Action Programme to Combat Discrimination**

The European Commission is calling for proposals for projects to establish transnational networks for the development of policy and/or legal responses to the fight against discrimination. The total budget available is Euro 5 million. The

Programme will be organised under two themes,

- The Non-Discrimination Law Programme: This Programme will support the following projects: the training of European or national legal practitioners, to promote the concept of non-discrimination and in turn strengthen the networking and co-operation on general subjects of interest to the Member States and facilitate the exchange of information and best practice; the training of European or national lawyers defending and representing the rights of people exposed to discrimination; informal networking among bodies working in the area of equality to ensure a consistent and common interpretation and application of EU law, and informal networking on issues relating to non-discrimination work and activities among law societies or research institutes at European or national level.
- The Non-Discrimination Policy Programme: This Programme will support activities which can include, developing a case for collecting data on discrimination at European and national levels; developing, monitoring and assessment of tools; developing close co-operation between public authorities at all levels and with civil society in general to mainstream equality into all policies, and promoting the integration of Roma people

through education and employment.

Proposals are invited from European organisations which have the capacity to finance projects up to a minimum of 15%, have the operational ability to undertake the project and are non-profit bodies or organisations involved in non-discrimination (eg non-governmental organisations, local, regional or national authorities, universities or research institutes).

This call is also open to organisations in all the accession countries (Bulgaria, Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, the Slovak Republic, Slovenia) with the exception of Turkey. However, applicants must be registered in one of the 15 EU Member States.

An average of Euro 35,000 to 45,000 per grant over a six month period will be allocated for the preparatory phase of the Programme. In the implementation phase, an annual average of Euro 175,000 will be allocated over a two year period.

**The closing date for submitting applications is 28 November 2003.**

For more information and guidelines, please visit the following website,

[http://europa.eu.int/comm/employment\\_social/fundamental\\_rights/prog/calls\\_en.htm](http://europa.eu.int/comm/employment_social/fundamental_rights/prog/calls_en.htm)

## **INFORMATION SOCIETY**

### **Safer Internet Action Plan**

The European Commission is calling for proposals to implement the 2003-4 stage of the safer Internet Programme. The safer Internet Action Plan provides funding for activities to deal with illegal and harmful content on the Internet. The Action Plan aims to ensure more extensive interfacing with national programmes and improved exchange of information and best practice between Member State activities. Its coverage will extend to new online technologies, including mobile and broadband content, online games, peer-to-peer file transfer, and all forms of real time communications such as chat rooms and instant messages, primarily with the aim of improving the protection of children and minors.

For further information, please log on at,

[http://europa.eu.int/information\\_society/programmes/iap/index\\_en.htm](http://europa.eu.int/information_society/programmes/iap/index_en.htm)

Alternatively please contact,

European Commission  
Directorate General Information  
Society  
Safer Internet Action Plan  
Jean Monnet Building, Office EUFO  
1194  
Rue Alcide de Gasperi  
L-2920 Luxembourg  
Email: [iap@cec.eu.int](mailto:iap@cec.eu.int)  
Fax: (35-2) 430 13 40 79

**The deadline for completed applications is 14 November 2003.**

## **RESEARCH & DEVELOPMENT**

### **Support for Women Scientists**

As part of the Sixth EU Framework Programme for Research and Development, the European Commission has invited proposals for indirect actions to support the European Platform of Women Scientists. The Platform provides a framework by which women scientists can exchange experience and good practice, develop training activities and networks.

A budget of Euro 2 million has been set aside for this call.

**The deadline for completed applications is 9 December 2003.**

Further information is available from,

Science and Society Information  
Desk  
European Commission  
Research DG  
200 Rue de la loi  
B-1049 Brussels  
Belgium

[www.cordis.lu/science-society/calls.htm](http://www.cordis.lu/science-society/calls.htm)

E-mail: [rtd-sciencesociety@cec.eu.int](mailto:rtd-sciencesociety@cec.eu.int)

## **SOCIAL**

### **Partnerships with Civil Society**

In order to encourage better communication between the EU and its citizens and more active public involvement in European level activities, the European Commission has invited project proposals from associations, federations and non governmental organisations (NGOs) designed to stimulate discussion and reflection. A budget of Euro 3 million is available to support an action or series of actions taking place between 1 May 2004 and 30 June 2005, which encourage debate about European enlargement and the future of Europe.

Projects submitted by associations and federations should cover the following subjects,

- The ethical and spiritual values and sources of European integration, ie tolerance, justice and solidarity
- Europe's cultural diversity, particularly in the context of enlargement
- The future of the EU and the promotion of its values internationally, particularly in the context of ongoing intercultural dialogue
- The link between ethics and politics with regard to promoting active European citizenship

Projects submitted by NGOs should cover,

- Governance and European citizenship in the context of the new constitutional Treaty
- The European social model
- Achieving enlargement
- Intercultural dialogue

Activities such as radio and television programmes, networking, seminars, conferences, publications and electronic products will be supported. However, priority will be given to innovative actions, particularly those encouraging open and transparent dialogue between the EU institutions and civil society and those which help create a network of civil society organisations that can be used to exchange views in the future.

Projects should involve associations and federations of European citizens or NGOs operating in the EU Member States or applicant countries. Priority will be given to those established in more than one of the countries concerned or which work closely with organisations in other countries, and those which encourage the creation or expansion of lasting networks.

The Commission will fund up to 60% of eligible costs, with the maximum grant awarded of Euro 25,000 for associations and federations and Euro 50,000 for NGOs.

**Funding applications must be received by 14 November 2003.**

Further information is available from,

[http://europa.eu.int/comm/dgs/education\\_culture/association/index\\_en.html](http://europa.eu.int/comm/dgs/education_culture/association/index_en.html)

Alternatively please contact,

European Commission  
Education and Culture DG  
'Partnerships with civil society'  
sector  
VM-2 4/56  
B-1049 Brussels  
Belgium  
E-mail: [eac-soc-civile@cec.eu.int](mailto:eac-soc-civile@cec.eu.int)

## **SPORT**

### **European Year of Education through Sport 2004**

The European Commission is inviting grant applications from organisations within the EU or one of the associated countries for projects to develop the social and educational value of sport, as part of the European Year of Education through Sport.

Further information can be located at,

<http://europa.eu.int/comm/sport/>

**The only remaining open deadline for this Programme is 1 March 2004 for projects starting after 1 July 2004.**

## TRANSPORT

### Urban Transport Funds

Groups of cities are invited to apply for funding from the CIVITAS initiative for urban transport projects. The European Commission will support around eight projects, which should both encourage the use of environmentally clean vehicles and promote accessibility. Projects should focus on the following priority areas,

- Clean vehicle fleets for passenger or freight transport
- Access restrictions, including parking management
- Integrated pricing strategies, eg road pricing schemes and innovative use of pricing for parking and public transport
- New forms of vehicle use and/or ownership of cars, motorcycles, mopeds, scooters and bicycles, car free housing etc
- New concepts for the distribution of goods, eg innovative freight logistics services using clean vehicle fleets, infrastructure and information service
- Innovative 'soft' measures for managing mobility, eg integrated planning, green transport plans, walking and cycling

- Mobility marketing and awareness, with due consideration to safety
- Transport management systems and traveller services, eg intermodal travel information, transport pricing and payment, vehicle location and guidance and traffic management

All schemes should involve at least three countries, of which at least two cities must be from the EU or one from the EU and one from an accession country. One city will provide the lead. A further partner should come from an outside agency, eg an energy provider. Other partners may also be included. For this call, the Commission wants to give priority to small and medium sized cities, ie those below 500,000 inhabitants, and to cities from accession countries, especially as project leaders.

CIVITAS II is part of the EU Sixth Framework Programme for Research and Development and has a budget of around Euro 50 million.

**The closing date for applications is 17 December 2003.**

Please contact POLIS, the European network for cities and regions working for innovative transport solutions.

Internet: [www.polis-online.org](http://www.polis-online.org)

E-mail: [polis@polis-online.org](mailto:polis@polis-online.org)

Tel: 00 32 2 282 84 67

Fax: 00 32 2 282 84 66

## WIDER EUROPE

### Bosnia on the CARDS

The Commission on behalf of the Government of Bosnia and Herzegovina is seeking proposals for reconstruction, technical rehabilitation, sustainability measures and local capacity building in the country, with a budget total of Euro 9 million. The project is funded by the Community Assistance for Reconstruction and Development (CARDS) Programme and has five priority areas,

- Project 1, covering the Sarajevo municipalities of Novi Grad, Novo Sarajevo and Centar - Euro 1.6 million
- Project 2, covering the municipalities of Sarajevo-Ilidza, Gorazde, Visoko, and Sarajevo-Stari Grad - Euro 2.1 million
- Project 3, covering the Eastern Bosnia municipalities of Srebrenica, Bratunac, Vlasenica, and Zvornik - Euro 2.1 million
- Project 4, covering the North West municipalities of Bihac, Sanski Most, and Prijedor - Euro 1.6 million
- Project 5, covering the Northern Bosnia municipalities of Teslic, Kotor Varoš, and Gradiška - Euro 1.6 million

Full guidelines for applicants are available from,

<http://europa.eu.int/comm/europeaid/cgi/frame12.pl>

(It is not possible to direct you to the appropriate web page. You will need to log on to the above site and then use the reference 'EuropeAid/117165/C/G/BA' to search for the call)

**The deadline for submission of proposals is 1 December 2003.**

### Cross Border Relations

The European Commission is offering support for activities aimed at developing relations with the regions that border the EU and which will shortly become members. Funding is available for three types of initiative,

- Cross border schemes for local and regional authorities
- Training for unskilled workers and other vulnerable groups
- Business support for small and medium sized enterprises (SMEs)

All projects should involve organisations located in an EU Member State but should take place in at least two different EU border regions from the following list,

- Austria - Burgenland, Kärnten, Niederösterreich, Oberösterreich, Steiermark, Wein

- Finland - Etelä-Suomi, Uusimaa regions through people to people activities
- Germany - Berlin, Brandenburg, Chemnitz, Dresden, Mecklenburg-Vorpommern, Niederbayern, Oberfranken, Oberpfalz Up to 15 grants will be awarded covering no more than 75% of costs. The minimum grant will be Euro 300,000 and the maximum Euro 750,000.
- Greece - Anatoliki Makedonia-Thraki, Kentriki, Makedonia, Kriti, Notio Aigaio, Voreio Aigaio
- Italy - Friuli-Venezia-Giulia, Veneto

### **Local Authorities**

Funding is available to improve the capacity of local and regional administrations to manage cross border networks in the areas of youth, culture, health, social affairs, environment, civil protection, energy, transport and consumer protection, including the organisation of people to people activities (eg local community actions). The Commission will support projects that,

- Help local or regional authorities and their personnel to obtain the necessary skills to develop and implement cross border activities
- Institutionalise contacts and support sustainable cross border structures
- Foster cross cultural understanding between border

### **Small Businesses**

A further ten grants of Euro 500,000 to Euro 1 million will be awarded for projects aimed at improving the qualifications and training of those working in small and medium sized businesses or sectors likely to be affected by EU enlargement. Schemes should be aimed at the most vulnerable groups, particularly unskilled workers, focus on occupational mobility, and promote areas where regions can gain a competitive advantage and create new sources of employment. They should also develop links between educational institutions and the business community. In this case, projects should take place in at least three different border regions from the stated list.

### **SME Partnerships**

Finally, the Commission will award ten grants of between Euro 600,000 and Euro 1 million to set up and implement regional partnership events for SMEs in border regions. These should help SMEs establish long term business relations and develop market opportunities, as

well as provide information on new business regulations.

**Applications should be submitted to the Commission by 10 November 2003.**

Detailed information is available from,

<http://europa.eu.int/comm/enlargement/borderregions/index.htm>

E-mail: [elarg-admin@cec.eu.int](mailto:elarg-admin@cec.eu.int)  
(local authorities)

E-mail: [elarg-empl@cec.eu.int](mailto:elarg-empl@cec.eu.int)  
(training)

E-mail: [elarg-sme@cec.eu.int](mailto:elarg-sme@cec.eu.int)  
(SMEs)

**Support for Afghan Refugees**

With around 3.3 million Afghan refugees in Pakistan, the European Commission has made available Euro 2 million to improve their access to basic services and help them return to their home country. Grants are available for non-governmental organisations working in the area in the following priority areas,

- Training Afghan men and women in different trades and preparing them for a more long lasting return, especially in Afghan urban centres
- Delivering community social services to Afghan refugees, especially targeting women

Projects should take place in the North West Frontier Province,

Baluchistan, Sindh and Punjab areas of Pakistan. Organisations requesting a grant should be non profit making, based in the EU and have a proven track record of working for Afghan refugees in Pakistan. Grants will cover up to 95% of project costs, with a minimum grant of Euro 500,000 and a maximum grant of Euro 1 million.

**Funding applications should be submitted by 20 November 2003.**

Guidelines are available on the Internet at,

<http://europa.eu.int/comm/europeaid/cgi/frame12.pl>

(It is not possible to direct you to the appropriate web page. You will need to log on to the above site and then use the reference 'EuropeAid/117016/C/G' to search for the call)

**WOMEN/CHILDREN**

**Second Round for Daphne**

The second phase of the Daphne Women's Rights Programme was approved by an overwhelming majority in the European Parliament at the beginning of September. The Daphne II Programme will have a budget of Euro 50 million and is expected to be launched in January 2004 and run for a period of four years.

The Daphne Programme works to combat violence against women,

children and young people and to provide support for those who have been victims of violence. Projects focus on providing information about violence against women and children and encourages non-governmental organisations (NGOs) to set up or work with existing networks on projects in this area. Under the first Daphne Programme, 270 projects were funded between 2000-03.

The Parliament's Committee on Women's Rights and Equal Opportunities had argued that the 2004-08 budget was insufficient if more NGOs were to benefit from the Programme and respond to the needs of new Member States. Daphne had a budget of Euro 20 million between 2000-03, but was unable to keep up with the increasing number of anti-violence projects requesting funding and only around 13% of submitted proposals were supported. The budget may be reviewed again in 2006, due to the new countries joining the EU. Watch this space!

## **YOUTH**

### **New Programme for Youth to be Proposed Early Next Year**

A new European Programme dedicated to young people will be proposed by the European Commission early next year, according to Viviane Reding, European Commissioner for education and training. At the launch

of the first European Youth Week, marked in more than 30 countries, Mrs Reding said the new programme would take over from the existing Youth programme in 2007. The Youth Week campaign focused on voluntary projects abroad, meetings between young people of different cultures, and helping to meet the special needs of disadvantaged young people and those with disabilities. Further information is available on the internet at,

[http://europa.eu.int/comm/youth/youthweek/index\\_en.html](http://europa.eu.int/comm/youth/youthweek/index_en.html)

# Transnational Partner Search

## **Transnational Networks**

The Aradel Economic Development Association in France is taking part in building an international network as part of a Leonardo transnational project. The Association is seeking partners from other local agencies in Europe working in economic development. The network will gather information on European competencies and innovations on a particular theme (to be defined) and build on professional knowledge within this area. The network aims to work in the field of either territorial strategy, territory and human resources, democracy and territory or the export trade.

### **Contact:**

Sébastien Thomas  
Aradel, 14 rue Passet  
69007 Lyon  
France  
Tel: 00 33 4 37 28 6464  
E-mail:  
sebastien.thomas@aradel.asso.fr  
www.aradel.asso.fr

## **Common Land and its History**

The Department for Culture, Sport and Tourism in the Lazio region of Italy is looking for partners for a project to be submitted under the Culture 2000 Programme. The project concerns publicly owned land in Europe, its history and related documents and the region is inviting other European countries with

common land to get involved. The project will try to gain a better understanding of the history of publicly owned land and enable an

exchange of cultural experience and the development of better knowledge of the common roots of Europe's peoples. A database will be set up, to be used and shared by public organisations interested in the subject.

### **Contact:**

Caterina Zannella  
Ufficio di Collegamento di Bruxelles  
Regione Lazio  
Rond Point Schuman 6  
B-1040 Brussels  
Belgium  
Tel: 00 39 6 5168 8599  
E-mail: czannella@regione.lazio.it

## **Children's Allergies**

San Martino Hospital, one of the main hospitals in the Liguria Region of Italy, is looking for a partner to participate in a project to be submitted under the next call for proposals for the EU Public Health Programme. The project will focus on child allergies and will investigate the prevalence of allergies in urban, suburban and rural schools. About 2,000 school children aged 10-14 years, allergists, school doctors and health workers will be involved. A team of specialist allergists, pneumologists and paediatricians from the main hospitals in Liguria

has already been created and plans to run educational programmes within schools on the subject.

**Contact:**

Paola Minale  
Regione Liguria - Sede di Bruxelles  
Rue du Luxembourg 15  
B-1000 Brussels  
Belgium  
Tel: 00 32 2 289 1389  
Fax: 00 32 2 289 1399  
E-mail:  
paola.minale@hsanmartino.liguria.it

**The Multicultural Bookcase**

The district of Ponte San Giovanni in Perugia, Italy is looking to build on an existing project entitled 'the multicultural bookcase', which was carried out during 2002 by two public libraries in the area. The project purchased materials (books, newspapers, CDs etc) from Africa, Asia, Latin America and Eastern Europe for use by the local population. The project organisers are now seeking partners to further the project under the Commission's INTI funding programme, and will focus on encouraging the knowledge of other cultures via an exchange of cultural materials. They hope to establish a multicultural information centre for use by local people, organise cultural activities involving ethnic groups and promote a dialogue between the community and immigrant populations.

**Contact:**

Biblioteca multimediale  
Via Pennacchi 19

Perugia

Italy

Tel: 00 39 7 5572 4139

Fax: 00 39 75 572 2472

E-mail:

multimediale@comune.perugia.it

**Clean Transport Project**

Energies Environnement 74, a local energy association located in France, is seeking partners for a project to build a ship on the town of Annecy's lake, using photovoltaic energy (solar panels). The ship will be used by tourists and local inhabitants and the project aims to preserve the quality of the natural site, reinforce the natural image of Annecy's lake and raise public awareness of renewable energy and sustainable transport systems. The association is looking for navigation companies with experience of working with local communities, or those who have run a similar project and have expertise in transport by inland waterways, solar photovoltaic technology or in running public awareness programmes to take part.

**Contact:**

Anne Delatour  
Energies Environnement 74  
9 Rue du Pont de Tasset  
F-74960 Meythet  
France  
Tel: 00 33 4 50 67 1754  
Fax: 00 33 4 50 57 7984,  
www.energies-environnement74.info

## **IT Solutions in Care for Elderly People**

The County of Sörmland in Sweden is running a project looking at the use of information technology in home help for elderly people. The project will look at IT solutions in providing care for the elderly, particularly for those living in their own homes. The project consortium seeks partners and researchers working in the fields of computing and sociology, or related disciplines. The project hopes to start between October and December 2003.

### **Contact:**

Christina Öhman  
Project Manager  
Interactive Institute  
Box 24081  
10450 Stockholm  
Sweden  
Tel: 00 46 8 783 2450  
Fax: 00 46 8 783 2460,  
E-mail: christina.ohman@tii.se

# Consultations

## **Government Consultation Guide**

The Active Community Unit has produced an information leaflet detailing current and future consultations relating to initiatives for the voluntary and community sector. The leaflet has been posted on our own website - [www.nwnetwork.org.uk](http://www.nwnetwork.org.uk) located within the News/Consultation section.

## **Voluntary and Community Sector Infrastructure**

### **Deadline: 22 December 2003**

As part of the Spending Review 2002, the Treasury undertook a review of the role of the voluntary and community sector (VCS) in service delivery. The Cross Cutting Review explains that 'VCS infrastructure provides support for organisational capacity, a voice for voluntary and community organisations and access to representation and policy making'. The Review identified lack of capacity, and patchy public investment in sector infrastructure as barriers to increasing the involvement of the VCS in service delivery, recommending that '...Government and the VCS should develop a coherent shared strategy to underpin capacity in the sector'. The Active Community Unit at the Home Office is leading cross-

Government work to implement these recommendations, as part of delivering the Home Office's Public Service Agreement 'to increase voluntary and community sector activity, including increasing community participation, by 5% by 2006'.

As part of a public consultation on the direction of the Government's infrastructure strategy, the Active Community Unit now wishes to consult individuals and organisations that have an interest in an effective voluntary and community sector about the questions posed in their consultation document.

Following this consultation, a final infrastructure strategy with implementation arrangements will be published in early 2004.

The consultation document can be downloaded from the following website,

[www.homeoffice.gov.uk/docs2/activeconsultintro.html](http://www.homeoffice.gov.uk/docs2/activeconsultintro.html)

Alternatively, please use the contact details as stated below.

Please send your responses to,

Email: [cbis@homeoffice.gsi.gov.uk](mailto:cbis@homeoffice.gsi.gov.uk)

Post/Fax,  
Tina Jenkins

Active Community Unit  
Home Office  
3rd Floor - Allington Towers  
19 Allington Street  
London  
SW1E 5EB  
Tel: 020 7035 5309  
Fax: 020 7035 5386

## **Employment Research in the Regeneration Sector**

**Deadline: 14 November 2003**

RENEW is the regeneration centre of excellence being led by the North West Development Agency and Government Office North West to provide the regeneration skills needed for the region. Its vision is to combine the resources and talent available throughout the region, in order to provide the regeneration skills needed for its future renaissance.

RENEW has commissioned ground-breaking research that will attempt to understand the number and type of people employed in the regeneration sector in the North West region. This task is particularly challenging owing to the vast array of occupations and industries that are in some way related to regeneration.

The research will allow partners to be more confident when communicating the sector's value, extent and importance. It will also provide the foundation for the next stages of the work, which will be to understand regeneration sector

training needs, to identify perceptions of the sector by young people and adults, and to identify the career opportunities available to the regeneration workforce of today and tomorrow. What is it that will inspire more people to become actively involved in the sector, and choose it as a career option? What training and skills solutions need to be put in place to equip these people as far as possible?

The input of voluntary and community organisations working in regeneration is an essential part of the research. Feedback from the sector would be greatly appreciated and valued.

Access the questionnaire at,

[www.nwda.co.uk/RENEWsurvey](http://www.nwda.co.uk/RENEWsurvey)

Alternatively, please complete the enclosed questionnaire which has been included as an insert within this newsletter.

## **Get the E-Vote Out**

**Deadline: 12 November 2003**

The Electoral Commission has launched a consultation on which regions should hold pilot postal or online voting schemes at next year's European Parliament elections. Under the European Parliamentary and Local Elections (Pilots) Bill introduced in September, the Government announced plans for three of the twelve European electoral regions to trial innovative

voting methods. This consultation will help the Electoral Commission in its recommendations, which it is due to submit to the Government by 8 December 2003. London and Northern Ireland have been ruled out as test beds for the trials. The South West, which will include Gibraltar for next year's European elections, has also been excluded for this reason.

The consultation paper is available online at,

[www.electoralcommission.org.uk/about-us/consultationpapers.cfm](http://www.electoralcommission.org.uk/about-us/consultationpapers.cfm)

Submissions should be sent to,

Kate Sullivan  
Electoral Commission  
Trevelyan House  
Great Peter Street  
London  
SW1P 2HW

E-mail:  
[ksullivan@electoralcommission.org.uk](mailto:ksullivan@electoralcommission.org.uk)

**The Parenting Fund: Proposals for Consultation. A Joint Treasury / DfES Consultation**

**Deadline: 3 November 2003**

The Government believes that society as a whole benefits if parents, carers and families have access to the help and support they may need in bringing up children. The 2002 Spending Review announced the creation of a new Parenting Fund, worth £25 million, to develop

parenting support. Uniquely, it will go directly to the voluntary and community sector to support parenting and parenting organisations. The Government and representatives from the voluntary and community sector have joined together to work up proposals for use of the Fund. A consultation document has been produced which outlines the proposed approach to allocating Parenting Fund money and seeks comments. The views of the parenting sector, the wider voluntary and community sector and service users are particularly welcome before final decisions are made. The consultation document can be downloaded from the following website,

[www.dfes.gov.uk/consultations2/20/](http://www.dfes.gov.uk/consultations2/20/)

Alternatively, please use the contact details as stated below.

Responses should be sent to,

The Family Policy Unit (marked 'Parenting Fund Consultation')  
Department for Education and Skills  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Email: [ParentingFund.consultation@dfes.gsi.gov.uk](mailto:ParentingFund.consultation@dfes.gsi.gov.uk)

**E is for Government**

The Telecities group, a collection of more than 100 urban local authorities from across Europe, is

seeking to develop a series of e-democracy initiatives. The group is dedicated to improving public access to online services and to providing a secure environment in which people can access the benefits of the information society. In order to promote best practice in the field of e-government, Telecities has launched an online consultation for representatives of urban local authorities that are currently members of the group or who are interested in its work. The consultation takes the form of an online questionnaire about the use of e-government technologies in the respondent's home city and asks them to determine what works and what doesn't. All the findings from the survey will be incorporated into a database which will then be used as a benchmarking tool for the development of new innovations. The best examples of e-government in practice will be entered for the Commission's e-democracy awards which will take place in Porto, Portugal, in November.

For further information about the Telecities organisation or to fill in the questionnaire visit,

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

### **Community Voice Cumbria**

Community Voice is a panel of around 3600 adult Cumbrian residents who have all agreed that they are willing to respond to surveys and other research conducted by the following organisations,

- Allerdale Borough Council
- Barrow Borough Council
- Copeland Borough Council
- Cumbria Constabulary
- Cumbria County Council
- Eden District Council
- South Lakeland District Council

The website which was launched at the end of July features details of all the latest surveys, polls and news from the area. Over time, the website will build into a comprehensive resource of research findings, survey results and examples of how Community Voice's views are being taken into account.

Have your say at,

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

# Non European Funding

## **Local Network Fund for Children and Young People**

The Local Network Fund for Children and Young People is a government funding and development programme providing grants to small, local community groups supporting vulnerable children and young people aged 19 and under. The Fund aims to counter child poverty and youth disadvantage by providing opportunities for children and young people to achieve their potential. Most grants will range between £250 and £7,000, for one year's funding only. Two-year funding may be awarded to projects in exceptional circumstances. The maximum two year grant is £6,000 each year for two years.

The Fund's four themes are,

- Aspirations and Experience: Activities that give children experiences, or help them achieve goals that other children may take for granted
- Economic Disadvantage: Activities that help families improve their living standards and cope with difficulties that arise from living on low incomes
- Isolation and Access: Activities that help children who are isolated or alone, or have difficulty accessing services

- Children's Voices: Activities that give children and young people the chance to express their opinions and give advice on matters of concern to them

For all enquiries please contact,

Pauline Rose  
Children and Young People's Unit  
Department for Education and Skills  
Area 4F Caxton House  
6-12 Tothill Street  
London  
SW1H 9HA

Tel : 0207 273 5803

Email:Pauline.Rose@cypu.gsi.gov.uk

**The Fund is currently open to applications.**

## **Opportunities for Volunteering**

The Opportunities for Volunteering scheme provides grants to voluntary organisations to increase opportunities for people to volunteer in health and social care. There is an emphasis on involving young people and those who are unemployed as volunteers. Although overall responsibility for the scheme lies with the Department of Health (DH), the General Fund of the programme is administered by the Consortium on Opportunities for Volunteering (COV).

In addition 16 specialist charities act as agents for applications within their own areas. Each agent has its own criteria and cycle for grant applications. Grant award amounts are at the discretion of the Consortium on Opportunities for Volunteering and the national agents.

An applicant organisation must be engaged in activities of local significance, be non-profit making and registered with the Charity Commission if required. If the organisation is not a corporate body it must have a constitution or governing document outlining its objectives and management structure. The organisation should have or be in the process of producing an equal opportunities policy relating to the services to be provided, the employment of staff and the involvement of volunteers.

For all enquiries please contact,

General Enquiries  
The Consortium on Opportunities for Volunteering  
National Centre for Volunteering  
Regents Wharf  
8 All Saints Street  
London  
N1 9RL

Tel: 020 7520 8900  
Fax: 020 7520 8910  
Email: [info@covfunding.org.uk](mailto:info@covfunding.org.uk)

**There are various open deadlines, please check with agents.**

## Living Spaces

Living Spaces provides community groups in England with money, advice and practical support to improve their local environment. Grants are available to improve a wide range of public spaces including community gardens, play areas, local parks, kick-about areas, skate parks and courts and squares. Living Spaces is part of the Office of the Deputy Prime Minister's (ODPM) programme of action set out in 'Living Spaces: cleaner, safer, greener, and Sustainable Communities: building for the future'. The scheme is being delivered by Groundwork, working with the Urban Parks Forum and a number of other partners. It aims to support projects that help local groups improve open spaces in their neighbourhoods, and encourage volunteering by helping more people get practically involved.

An organisation can apply for a grant if it wants to run a project to improve an area of open space in its community, it is a not-for-profit neighbourhood group. (A 'neighbourhood group' is taken to mean a group that is already active in a community and that has a connection to a specific place). Organisations do not have to be registered charities. Any kind of outdoor space can be considered for a grant as long as it is: open to the public most of the time, within two miles of a residential area and not a formal sports pitch.

Applications are accepted on a rolling basis. Guidance notes and an

email application request form can be obtained from the Living Spaces website, or by contacting Living Spaces directly. If the project is eligible for a grant, a local Living Spaces Enabler will be allocated to provide expert advice and assistance on how best to carry it out. The Living Spaces Enabler will also facilitate contacts with local organisations who can help ensure the success of the project.

For all enquiries please contact,

General Enquiries  
Living Spaces  
PO Box 2014  
Reading  
RG4 7XU

Tel : 0845 600 3190  
Email: [info@living-spaces.org.uk](mailto:info@living-spaces.org.uk)  
[www.living-spaces.org.uk/](http://www.living-spaces.org.uk/)

**Diversion Partnership Fund  
Youth Hostels Association  
(England & Wales)**

YHA has recently launched a fund to help give young people an action packed break to help them steer clear of crime. The Diversion Partnership Fund (DPF) will help youth groups and youth crime diversion initiatives meet the costs of taking young people on activity breaks at Youth Hostels in England and Wales. As well as paying for a proportion of the accommodation and meals costs, the funding can also go towards the cost of activities at YHA's two activity centres at YHA Edale, in the Peak District and YHA

Okehampton, in Devon. Research has found that such residential visits offer important benefits for young people and the communities they live in.

Groups wishing to find out more about the DPF should contact YHA Adviser, Jane Town on 01303 246 621 or email [janetown@yha.org.uk](mailto:janetown@yha.org.uk)

**The Nationwide Foundation**

The Nationwide Foundation is a registered charity launched in October 1997. The Foundation makes donations to charitable and not-for-profit organisations from funds made up of contributions from Nationwide Building Society, Society employees, members and customers. The Foundation makes charitable grants to UK based organisations whose aim is to improve the quality of life and the range of opportunities for those in need, tackle social exclusion and achieve real and sustainable benefit to communities. There are two different categories for grant applications,

- **Rural Communities:** This category welcomes proposals involving the education, training and support of people disadvantaged by their rural location. The types of projects which may be considered are community based learning, transport schemes, befriending schemes, improving services and facilities in rural communities and projects which tackle isolation by improving the

opportunity for access to services, employment and the benefits of a wider community.

- Volunteering: Projects which benefit disadvantaged people by involving them in volunteering opportunities. Proposals which concern volunteers working for the benefit of disadvantaged groups. Opportunities for training, further education and employment for volunteers.

**There are no formal deadlines.**

An application form can be requested by writing to,

The Nationwide Foundation  
Nationwide House  
Pipers Way  
Swindon  
SN38 2SN

Tel: 01793 657183  
(Information line only)  
Tel: 01793 655113  
(Advice line 9.30am to 1.00pm)  
Fax: 01793 652339 / 657569

# Training & Events

**Social Enterprise  
Greater Manchester 2003  
7<sup>th</sup> November 2003  
New Century Hall, Manchester**

This major event will bring together for the first time in Greater Manchester the key players in the social enterprise field and it aims to:

- Celebrate the success of social enterprise in Greater Manchester
- Demonstrate best practice from the social enterprise sector in Greater Manchester and beyond
- Stimulate debate on the key opportunities for the procurement and delivery of public services by social enterprises
- Explore the possibilities for networking and joint working
- Identify future activities and events

The event will take place all day with various keynote speakers, followed by a choice of workshops to attend.

## **Contact**

If you are interested in attending, please contact:  
Margaret Lewis  
T: 0161 245 4822  
E: [margaret.lewis@c-b-e.co.uk](mailto:margaret.lewis@c-b-e.co.uk)

**Making Successful Applications to  
the Community Fund  
13<sup>th</sup> November 2003 Leeds  
Prices start at £85**

The Community Fund has a tightly defined process for assessing applications, based for the present on a numerical scoring system. However the detail is constantly changing and, in Summer 2004, an entirely new and different system is due to be introduced. These workshops enable you to present high scoring projects by:

- Keeping you up to date with new developments
- Giving detailed information on the assessment and scoring systems
- Providing solutions to potential difficulties

## **Contact**

For more information go to  
[www.dsc.org.uk/charitytrainingLotte ry1.html](http://www.dsc.org.uk/charitytrainingLotte ry1.html)  
T: 020 7209 4949

**Managing Projects  
18<sup>th</sup> November 2003 Manchester  
Course Code: MP  
(£90 £110 £150 depending on the  
status of your organisation)**

Increasingly voluntary agencies are having to set up fixed-term projects that will only have a limited lifespan. Managing and working on such projects can be frustrating. This course will provide strategies for

each stage of a project and define techniques for planning and managing short term projects.

**The Regional Conference Series  
25<sup>th</sup> November 2003 Forsight  
Centre, Liverpool University  
(£100 £130 £260 depending on  
the status of your organisation)**

This annual event is for sector personnel involved in development fundraising or staff management. This day-long series of topical workshops gives updates, useful tips and very practical guidance, so delegates can tap into the information most relevant to their role and their organisation.

**Contact**

For booking forms for both of these events please contact:

DSC Training  
24 Stephenson Way  
London  
NW1 2DP  
T: 020 7209 4949  
F: 020 7391 4808  
E: training@dsc.org.uk

**Compact Week 3<sup>rd</sup> - 9<sup>th</sup> November  
2003**

The Compact celebrates its fifth birthday this November and is seeing a joint push by Government and the voluntary and community sector (VCS) to build on the Compact and Codes of Good Practice, as well as celebrating the many achievements to date.

Compact Week is a great opportunity to spread awareness about the Compact and make it a reality for public sector and VCS organisations in their dealings with each other. Every national organisation and local area are asked to do one thing to promote the Compact during Compact Week. Compacts are an important tool in developing relationships between the VCS, local councils and other public agencies working in local communities. They provide clarity on roles and responsibilities as well as spreading mutual understanding and good practice. Compacts signify a change in attitude to discussion of problems and finding solutions and are improving partnerships. Nearer the time there will be a diary of events at [www.thecompact.org.uk](http://www.thecompact.org.uk) with details of Events and Publications that can be used for the week.

**Contact**

For more information, contact  
Richard Stone  
Compact Secretariat  
Communications Officer  
T: 020 7520 2511  
E: richard.stone@ncvo-vol.org.uk

**Introduction to Fundraising  
2<sup>nd</sup> & 3<sup>rd</sup> December 2003  
Manchester  
(£155 £200 £265 depending on  
the status of your organisation)**

This course introduces participants to the principles and practice of fundraising. Designed for people who have little or no experience of the

subject, this course will give a basic and practical grounding in the knowledge, skills and techniques of fundraising from public and private sources.

### **Supervision Skills**

**9<sup>th</sup> December 2003 Liverpool**

**(£90 £110 £150 depending on the status of your organisation)**

A course for staff who have line management responsibility for paid staff and volunteers, but who have little or no experience of supervision. Participants will be introduced to a range of models of supervision from which they will be able to select those which are most appropriate.

### **Contact**

For booking form for these courses please contact:

DSC Training

24 Stephenson Way

London

NW1 2DP

T: 020 7209 4949

F: 020 7391 4808

E: [training@dsc.org.uk](mailto:training@dsc.org.uk)

# Publications

## **The Good Management Guide for the Voluntary Sector**

Managers in the voluntary sector face the challenge of balancing their organisation's key, value-driven objectives with those of running a business.

This Guide addresses the specific needs of people working in a management role in the sector and will be useful for those new to management. The Guide includes personal management competences, managing activities, managing people, managing quality, marketing and PR, and financial management.

Each chapter contains its own learning objectives and exercises, and case studies based on real-life situations are used throughout the book, which can also be used as a development and training resource.

**£25 (£20 NCVO members)**  
**ISBN 0 7199 1589 9**

## **Marketing Collaborations in the Voluntary Sector**

Voluntary sector income has been growing slowly. At the same time, competition between charities for the public's support has intensified. Donors are said to be tired of receiving so many approaches from so many apparently similar causes. It has been suggested that charities should collaborate more, partly to

avoid this perceived duplication of effort, but also because a key element of what has traditionally appealed to people about charities is their 'co-operative ethos'. But when should such an approach be used? And how could it be managed most effectively? This book looks at the theory behind these issues.

**£10 (£8 NCVO members)**  
**ISBN 0 7199 1575 9**

**To order either or both publications, please visit [www.ncvo-vol.org.uk/publications](http://www.ncvo-vol.org.uk/publications)**

## **Voluntary Action Manchester Directory of Voluntary & Community Groups 2003-2004 Edition**

The 2003-2004 Directory will list around 600 voluntary and community groups based in Manchester as well as other important groups and organisations which, in turn, support Manchester based groups. It is an invaluable information resource, used widely in the voluntary sector and by libraries, advice agencies, GPs and Social Services. The 2003-2004 edition of the Directory is available from September 2003.

**The cost varies depending on the type of organisation you are:**

**Community/voluntary groups/individuals - £15, (£7.50 if affiliated)**

**Statutory Agencies/Academics - £30, (£15 if affiliated)**  
**Commercial Companies - £75, (£37.50 if affiliated)**

**To order the Directory please contact**

**Voluntary Action Manchester**  
**North Square**  
**11-13 Spear Street**  
**Manchester M1 1JU**  
**T: 0161 236 3206**  
**F: 0161 228 0464**  
**E: vam@vamanchester.org.uk**

### **Funding for Change**

The new DSC magazine, was launched in spring 2003, and keeps you up to date with funding sources across the board. This quarterly magazine brings together information and discussion about support for voluntary activity from all potential sources: grant-making trusts, companies, government, and the Lottery.

The magazine aims to keep its readers both informed and enlivened. It will track funding for voluntary and community organisations and also assist social enterprises/community businesses to resource their activities. Through its inclusive coverage it aims to generate lateral thinking and encourage new funding relationships. Information from DSC researchers will be supplemented by contributions from leading funders and fundraisers. Special sections on newly identified sources of support

and policy changes of top funders 32 pages in A4 format

Published four times a year: February, May, August and November

**Annual subscription: £40 to voluntary and community organisations; £50 to statutory and commercial organisations**  
**ISSN 1479 330X**  
**Contact DSC Books for details:**  
**T: 020 7209 5151**  
**F: 020 7391 4804**  
**E: books@dsc.org.uk**

### **Boards that Work: A Guide for Charity Trustees**

Why do we need boards and management committees? What are they there for? How can board and committee members best contribute and what risks are they exposed to? This new title tackles these questions and the key underlying question of how to keep the board motivated and purposeful.

Useful for both new and experienced board members and staff of voluntary organisations, it covers:

- responsibilities
- processes
- resources.

The book includes case studies and interviews with trustees and chief executives of a range of voluntary organisations, together with illustrations and checklists to enable

the reader to evaluate their own situations and to plan actions.

**£16.95 (Excluding: VAT)**

**ISBN 1 903991 16 1**

To order please log on  
[www.dsc.org.uk/acatalog/Finance\\_Law.html](http://www.dsc.org.uk/acatalog/Finance_Law.html)

### **Managing Risk: Guidelines for medium-sized organisations**

A practical workbook designed to assist management committee members and staff undertake a tailored risk analysis for their organisation.

Organisations may be exposed to risks (to their funding or reputation, for example) for a variety of reasons, some internal to the organisation, some generated by changes in the external environment. The workbook can be used to devise appropriate strategies, policies and procedures to manage the risks identified as part of the organisation's annual planning process. Since January 2001 charities with a gross annual income of over £250,000 have been obliged to state in their annual reports whether they have reviewed the major risks to which their organisation might be exposed and confirm that they have systems in place to mitigate those risks. This book will help charities meet this requirement.

**£15.00 (£12.00 NCVO members)**

**ISBN 0 7199 1593 7**

To order NCVO publications,  
please contact:

**NCVO**

**PO Box 5001**

**Manchester**

**M60 3SW**

**T: 0800 2 798 798**

**F: 0870 191 1220**

**E: [publicationsorders@ncvo-vol.org.uk](mailto:publicationsorders@ncvo-vol.org.uk).**

### **Organising Successful Learning Events**

The book is organised to empower staff to share in the responsibility of organising their own training. It is specifically geared to meet the need for developing experiential training and learning aids for staff in the whole range of social welfare settings. These include education, youth and community work, social work, health, probation and youth justice, housing and work with people with learning difficulties.

Sections of the manual deal with:

- establishing aims
- planning and preparation
- administration, finance and costings
- styles of training event
- e-training
- equipment and materials
- evaluation and follow up
- resources and references
- the underlying importance of equal opportunities
- strategies which enable staff to 'be all they can be'.

**£19.95 plus p&p**

**ISBN 1 903855 33 0**  
**To order please contact**  
**Russell House Publishing Ltd**  
**4 St. George's House**  
**The Business Park**  
**Uplyme Road**  
**Llyme Regis**  
**Dorset**  
**DT7 3LS**  
**T:01297 443 948**  
**F: 01297 442 722**  
**E: help@russellhouse.co.uk**

**The UK Voluntary Sector Almanac  
2004**

How are voluntary organisations faring in the tough financial environment? Is employment in the sector still growing? What is the impact of the stock market falls on the sector's assets? How much do we give to charity? A completely revised 5<sup>th</sup> edition of the Almanac offers a definitive guide to the latest trends in the voluntary sector. Those already familiar with the publication will see an expanded set of reference tables, expert commentary and a new user-friendly format. The Almanac is the desktop reference to the voluntary sector.

**Available in February 2004**  
**£25 (£20 NCVO members )**  
**ISBN 0 7199 1622 4**

**The Good Financial Management  
Guide**

This essential Guide leads the reader through all aspects of good

financial management for charities and voluntary organisations. It includes step-by-step instructions on how to run your finances and is backed up by case studies from the files of NCVO's financial advisor. Aimed at the informed general reader, this Guide will help organisations run their finances effectively and efficiently.

**£24 (£19.20 NCVO members)**  
**IBN 0 7199 1606 2**  
**To order please contact**  
**NCVO**  
**Regent's Wharf**  
**8 All Saints Street**  
**London**  
**N1 9RL**  
**T: 020 7713 6161**  
**F: 020 7713 6300**  
**E: ncvo@ncvo-vol.org.uk**

# Noticeboard

**Celebrate the learning journey  
Adult Learners' Week 15-21 May  
2004**

NIACE, the National Institute of Adult Continuing Education is now calling for nominations for its Adult Learners' Week Awards.

If you know someone whose learning achievements can inspire others to return to learn then nominate them for the 2004 Adult Learners' Week Awards.

The awards recognise and celebrate the learning achievements of adult learners across England who have embarked on a learning journey, overcome obstacles and have made a difference to their lives as well as those around them.

NIACE, the organisation that co-ordinates the awards, is also looking for community groups that have learned together to benefit its members and the wider community. Further awards are open to individuals learning in the workplace, projects that widened access and provision to adult learners, families learning together and family learning providers that make family learning available and accessible.

**If you would like to know more about the awards and Adult Learners' Week please contact:  
Campaigns and Promotions**

**T: 0116 2044 200  
[www.niace.org.uk/alw/competitions](http://www.niace.org.uk/alw/competitions)**

**If you would like to be put on a mailing list for a free issue of the newsletter 'Discover' which highlights the different campaigns and a whole range of ideas, please email [mariyam.sidik@niace.org.uk](mailto:mariyam.sidik@niace.org.uk) or send a letter to  
**Mariyam Sidik  
NIACE  
Renaissance House  
20 Princess Road West  
Leicester LE1 6TP.****

**Council for Ethnic Minority  
Voluntary Organisations (CEMVO)**

CEMVO have recently moved premises and can be found at:  
12 Charlotte Street  
Manchester  
M1 4HP  
T: 0161 237 5440  
F: 0161 237 5471

**West Cumbria Council for  
Voluntary Service**

West Cumbria CVS have recently moved premises and can be found at:  
12a Selby Terrace  
Maryport  
Cumbria  
CA15 6NF  
T: 01900 819 191  
F: 01900 818 757