

PRESS RELEASE

For Immediate Release

10th March 2011

Community Group SOS

A Small Organisation Support (SOS) project has been launched to run a range of free to attend sessions aimed at helping local community groups and organisations within Newmarket. Starting on March 16th at 10:00am – 1:00pm at the Voluntary Network, Station Road, the first session will cover, Writing Good Funding Applications.

The project has been funded by the West Suffolk LSP and delivered in partnership with specialist organisations from the voluntary and community sector. There are various sessions being provided over the forthcoming 12 months covering topics such as; Trustee and Management Responsibilities, Organising Events, Health and Safety plus many more.

For groups who are just starting out or encountering specific problems or obstacles they would like help with overcoming, there is free mentoring and support to help work through these so the community group can continue to drive forward.

If you are interested in attending the Writing Good Funding Applications session or to find out more about other topics, please contact Caroline Cowie at The Voluntary Network, 01638 608022 or email caroline@thevoluntarynetwork.org.

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West Suffolk Local Strategic Partnership

Notes for Editors

West Suffolk Consortium of Voluntary Organisations

West Suffolk Consortium of Voluntary Organisations has joined forces with Suffolk Association of Voluntary Organisations (SAVO) to develop the SOS project (Small Organisation Support) for voluntary and community groups and community-minded individuals in the West Suffolk area.

Funded by West Suffolk Local Strategic Partnership (LSP) the project provides a range of friendly and informal workshops to help groups develop their skills, become more effective, comply with the law and develop good practice.

Writing Good Funding Applications – practical DOs and DON'Ts about writing good answers in your funding applications, including explanations of outputs and outcomes, justifying the need etc.

Trustee / Management Committee Roles and Responsibilities – running an effective committee, understanding what your duties are, practical tips on ensuring the work gets done.

Finance Made Simple – how to draw up a budget and cash flow, present financial figures to the committee and ensure that your group's finances are running effectively.

Business and Project Planning – how to write simple but effective business plans and project plans so that you know where your organisation is heading. (*Running in all areas*)

Organising Events – practical tips on planning and managing events, including budgeting, organising people, risk assessing an event and publicising it.

Publicity and Marketing – how to write good press releases, design brochures and leaflets and work with the media.

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Health & Safety and Risk Assessment (non-accredited) – Practical tips on complying with health and safety requirements and how to conduct basic risk assessments.

Initial Planning and Setting up a New Group – practical tips on how to set up a new group and write an initial plan so that the new group develops logically.

Managing Volunteers – how to recruit, induct, support and retain your volunteers and ensure that they are effective, manageable and loyal.

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West Suffolk LSP

West Suffolk Local Strategic Partnership is an umbrella organisation that brings together public sector organisations (such as local councils, Police and Primary Care Trusts) and representatives from local businesses and voluntary or community groups.

They work together to make life better for residents, organisations and businesses in West Suffolk by concentrating on issues such as health and well-being, specific needs of people, community safety, local skills, training and the environment.

Local Strategic Partnerships are government-created and the West Suffolk LSP covers Forest Heath, St Edmundsbury and the western part of Babergh.

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