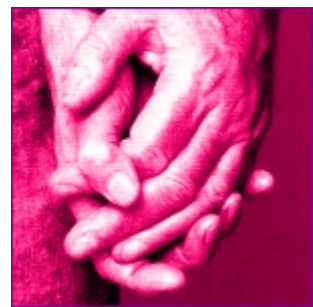


support from **spectrum** for lgbt groups & services



spectrum

lesbian, gay, bisexual & transgender community forum

6 Bartholomews, Brighton, BN1 1HG ☎ 01273 723123

📧 info@spectrum-lgbt.org

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starting a new lgbt group

Spectrum can offer practical support and advice to help LGBT groups starting up

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☎ 01273 723123

✉ info@spectrum-lgbt.org

Spectrum is committed to supporting new and emerging LGBT groups to get started

If you're thinking of starting a new LGBT group Spectrum may be able to offer practical advice and support and put you in touch with others who may be able to help.

Here are a few ideas and suggestions to start you thinking. But by all means contact us and we'll be very happy to listen to your ideas and talk them through with you.

Getting started

The need for a group

Are there others who want to be involved? Is there a nucleus of a group from people you already know? Do you need help contacting others who may want to help set up or be part of the group?

The focus of your group

What is the purpose of your group? Social? Self-help? Campaigning? Is it based on a need, identity, activity or in a geographical area? You may want to leave it until you've met a few times to pin down exactly what the group is for and how it will go about it. But it's important at the start to think through what you and others want to get out of it (and what you don't want).

Who is the group for?

Have you thought about who you want to include and why? Spectrum can help you plan how to make the group safe, accessible and friendly.

Where will the group meet and how often?

Where would you like your group to meet? Will the venue be accessible or suit everyone? Do you need help finding the right space? We may be able to help book venues until the group is on its feet.

Who will make it happen?

Be clear early on about what time, energy and commitment is available. Be realistic about what you can (and can't) do. How you start often sets up expectations about how the group will continue.

Safe contact information

Spectrum strongly suggests being cautious about publishing home contact information. We may be able to help by being an initial contact until the group is more established.

What resources are needed?

There can be expenses involved in starting a group - printing publicity, contacting people and room hire.

Are there ways to get what you need donated or free? Who do you know? Spectrum may be able to provide practical help to get your group off the ground.

Publicity

How will people find out about it? Think of ideas for publicity. Often word of mouth is very powerful. Fliers and notices are helpful too. Think of ways to get the word out (and who will do it).

continued...

Publicity continued

You can promote your group as a news item in the local LGBT media for free. You can also print cheap leaflets and fliers at the Resource Centre.

Spectrum can also help let other groups and people know through our email lists. We can also provide free webspace and help you design a web site if you want one.

Funding

Until you are properly constituted as a group and have opened a bank account of your own Spectrum can offer free banking and bookkeeping services to help you apply for grants. See our funding section below.

local LGBT media

G Scene

☎ 01273 722457
✉ info@gscene.com
□ www.gscene.com

3sixty

☎ 08706 201 360
✉ info@3sixtymag.co.uk
□ www.3sixtymag.co.uk

Local contacts

B'ton Lesbian & Gay Switchboard

Information about local LGBT groups
☎ 01273 204050
□ www.switchboard.org.uk/brighton

Resource Centre

Advice, printing, information and equipment hire for community groups
☎ 01273 606160
✉ info@resourcecentre.org.uk
□ www.resourcecentre.org.uk

Working Together Project

Provides training and learning opportunities
☎ 01273 234773
✉ enquiries@workingtogetherproject.org.uk
□ www.workingtogetherproject.org.uk

Community & Voluntary Sector Forum

Membership organisation for the Community and Voluntary Sector
Produces a directory of all member organisations
☎ 01273 234000
✉ info@cvsectorforum.org.uk
□ www.cvsectorforum.org.uk

Brighton & Hove Volunteer Bureau

Provides access to volunteering opportunities
☎ 01273 737888
✉ info@volunteercentre.bhci.org
□ www.brightonhovevolunteers.org.uk

Sussex Community Internet Project

Provides ICT support and information
☎ 0845 257 2907
✉ admin@scip.org.uk
□ www.scip.org.uk

Community Base

Database of community rooms to hire in the city
☎ 01273 234002
✉ reception@communitybase.org
□ www.communitybase.org

Active for Life

Provides support, advice, training and resources to help others get more active
☎ 01273 292724
□ www.activeforlife.org.uk

Age Concern

Works to improve the quality of life of all older people
☎ 01273 720603
✉ info@ageconcern-bhp.org.uk

Black & Minority Ethnic Community Partnership

Provides support for Black and Minority Ethnic community groups
☎ 01273 718002
✉ resourcecentre@bmecp.org.uk
□ www.bmecp.org.uk

Federation of Disabled People

Offers advice and support to groups involved in disability issues
☎ 01273 208934
✉ bhfederation@bhfederation.org.uk
□ www.bhfederation.co.uk

Youth Focus

Provides advice and support to all voluntary organisations working with young people
☎ 01273 731724

running your lgbt group

Spectrum can offer advice and support about running a group and can link you in to other local organisations that may be able to help

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☎ 01273 723123

✉ info@spectrum-lgbt.org

developing your group

The **Resource Centre** produces an excellent range of information sheets which will help you formalise the way your group is run and put in place policies to ensure your group runs smoothly and complies with the requirements of funders.

Your group may want to stay informal and decide not to take on structures that can be time-consuming and cumbersome for small groups.

However most groups will need to agree how decisions are made, recorded and communicated to members, how to manage and raise money, how to share tasks and roles, and how to measure how effective the group is in achieving its aims.

All of the following can be downloaded from the Resource Centre's website.

How to contact the **Resource Centre**:

☎ 01273 606160

✉ info@resourcecentre.org.uk

📄 www.resourcecentre.org.uk/information/

Setting up a group

- First Steps
- Constitutions
- Responsibilities of the Management committee
- Community and voluntary groups - finding a legal structure to suit your group
- Not for Profit Organisations - a guide to legal structures
- Charity Registration

Roles of committee members

- Secretary's Job
- AGM checklist
- The Agenda
- Taking Minutes
- The Chair's Job
- The Treasurer's job
- Responsibilities of the Management Committee
- Bank accounts
- Charity Reports and Accounts

Raising money

- Raising Money
- Fundraising from local businesses
- Fundraising applications
- Monitoring and Evaluation

Dealing with money

- The Treasurer's job
- Bank accounts
- Charity Reports and Accounts
- Budgets

Publicity

- News release
- Media contacts
- Radio interviews
- State your case
- Newsletter Design Tips
- Website Planning Tips

Organising meetings and events

- AGM checklist
- The Agenda
- Taking Minutes
- Event Planning Checklist
- Licensing and Regulations
- Running a Crèche

Policies and Procedures

- Constitutions
- Equal Opportunities Policy
- Criminal Records Bureau (CRB) checks
- Quality Systems
- Monitoring and Evaluation

To download the information sheets go to:
www.resourcecentre.org.uk/information
or visit the Resource Centre at 6 Tilbury
Place, Brighton.

recruiting, supporting & managing volunteers

The Volunteer Centre Brighton & Hove helps to identify volunteering opportunities for people that want to volunteer in not-for-profit organisations.

It has published a guide to the process of involving and supporting volunteers so as to make it a successful partnership. It helps you to develop good practice when working with volunteers whether they be self-help group members, community activists or volunteers.

Volunteer Centre Brighton & Hove

- ☎ 01273 737888
- ✉ info@volunteercentre.bhci.org
- 🌐 www.brightonhovevolunteers.org.uk

training for groups

The **Working Together Project** provides training to support community groups in marginalised or excluded communities. The training is free for community activists, volunteers, paid workers and management committee members and is delivered in community venues.

The project runs **community based courses** which bring you together with people from other groups in your community, to decide the kind of skills development you want. They then develop a course with you which can be run in your community, and receive nationally recognised accreditation.

The project also runs a very popular **programme of short courses** twice a year aimed at the whole of the community and voluntary sector.

The broad areas of training are:

- Organisational Development
- Management
- Personal Development Skills
- Finance & Law
- Fundraising

You can download the current training programme from the Working Together Project's website

Working Together Project

- ☎ 01273 234773
- ✉ enquiries@workingtogetherproject.org.uk
- 🌐 www.workingtogetherproject.org.uk

funding for lgbt groups

*Spectrum may be able to help you find funding and put you in touch with funders
We can also provide practical support with putting an application together and provide banking if your group is unconstituted*

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☎ 01273 723123

✉ info@spectrum-lgbt.org

Scarman Trust

The Scarman Trust runs the Can Do programme and provides support to small, grass roots organisations by offering grants, practical support and advice, information, access to training, networking and information.

Who can apply for a Can Do grant?

- Groups in Brighton and Hove wanting to bring about positive change in their communities and that fit with one (or more) of these descriptions:
- Groups that focus on health and well-being, based anywhere in the City.
- Community focused groups based predominantly in Neighbourhood Renewal areas:
- Communities of Interest groups (includes LGBT groups).

Applications of up to £2,000 are invited from new or developing groups with an annual income of less than £15,000.

We encourage groups to develop projects that benefit both their members and their communities. Groups must be constituted and have a bank account in the name of their project.

Closing dates for applications:
16 June 2006, 29 Sept. 2006, 2 Feb. 2007

For more information:

☎ 01273 234854

✉ cando@thescarmantrust.org

Brighton & Hove Council

The Voluntary Sector & External Funding Unit delivers a range of grants to organisations:

- Three Year Discretionary Grants: for medium and larger organisations with an annual income in excess of £25,000.
- Annual Grants: for community and voluntary organisations with an annual income of £25,000 or less.
- Specialist Grants: Arts Partnership Awards; Implementing Organisational Equalities; Environmental Sustainability; Community Festival Grants; Pride in Brighton & Hove Community Chest.
- Global Grants: funding for local organisations to deliver projects that encourage people to learn new skills and gain confidence, leading into employment.
- Hedgcock Bequest: grants for smaller community and voluntary organisations working for the wider benefit of residents of Brighton & Hove.
- The unit also commissions community development work in the areas of the city currently receiving Neighbourhood Renewal funding.

For more information:

☎ 01273 296821

✉ volsectunit@brighton-hove.gov.uk

🌐 www.brighton-hove.gov.uk/communitygrants

Brighton & Hove Council

continued

Grantfinder

The Voluntary Sector & External Funding Unit holds a license to Grantfinder which is a comprehensive and up-to-date web-based database of current UK and EU funding sources. This service is available to all local community and voluntary groups working for the benefit of Brighton & Hove.

To complete a Grantfinder search you will need to book an appointment at Kings House and allow about an hour. Results are available there and then or can be emailed to your organisation.

For more information:

- ☎ 01273 296821
- ✉ volsectunit@brighton-hove.gov.uk
- 📄 www.brighton-hove.gov.uk/communitygrants

ESCC Bidding Bulletin

This monthly Bidding Bulletin contains articles about forthcoming funding opportunities, contact details for applications, and levels of funding available.

- ☎ 01273 481271
- 📄 www.eastsussex.gov.uk/community/funding/updates

Pride in Brighton & Hove

Local groups can get grants to put on fundraising events and to participate in Winter Pride and the summer Pride Festival. Pride also raises funds for local LGBT groups and services which it releases through an annual programme.

For further information:

- ☎ 01273 775939
- ✉ office@brightonpride.org
- 📄 www.brightonpride.org

The Big Lottery Fund

The Big Lottery Fund hands out half the good causes money from the National Lottery. It runs a number of programmes generally for more established organisations.

For further information:

- ☎ 0845 4102030
- ✉ general.enquiries@biglotteryfund.org.uk
- 📄 www.biglotteryfund.org.uk

Awards for All

Awards for All England awards grants of between £300 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote education, the environment and health in the local community.

You can apply if you are a not-for-profit group. You must have a bank account that requires at least two people to sign each cheque or withdrawal. You must use the grant within one year.

- You can apply for between £300 and £10,000 to fund a specific project or activity.
- Organisations can receive up to a maximum of £10,000 from Awards for All in any two year period.
- Groups can only make one application at a time.

Awards for All will fund a wide range of projects and activities.

For further information:

- ☎ 0845 600 20 40
- ✉ general.enquiries@awardsforall.org.uk
- 📄 www.awardsforall.org.uk/england

promoting your lgbt group

*Spectrum can offer
advice and support about
promoting your group*

spectrum

☎ 01273 723123

✉ info@spectrum-lgbt.org

Spectrum website

Spectrum can include you in our listings for local LGBT groups on our website, publicise your meetings and events in our web diary and feature you in the spotlight section of our website. We can also help set you up with a basic webpage of your own with your own email at little or no cost.

Email updates

Spectrum sends out monthly news updates to our members. local LGBT groups and stakeholders. We can help you get the word out about your activities.

Spectrum's Forum

Spectrum's forum meetings are open public meetings, held bi-monthly, providing an opportunity for the LGBT communities to discuss progress on key issues with service planners and providers, as well as a chance for local groups and services to network, give updates and present their work to a community audience.

Fliers/printing/posters

The Resource Centre provides low cost printing services for community groups. They also hire out equipment such as PAs and data projectors if you're holding a public meeting or want to make a presentation.

Resource Centre

☎ 01273 606160

✉ info@resourcecentre.org.uk

🌐 www.resourcecentre.org.uk

Switchboard

Brighton Lesbian & Gay Switchboard offers a daily helpline service, 5-11pm. Switchboard keeps a database of local social and support groups which can be accessed through the helpline. Make sure your group is listed and keep them informed of your activities

B'ton Lesbian & Gay Switchboard

☎ 01273 204050(helpline)

✉ brighton.admin@switchboard.org.uk;

🌐 www.switchboard.org.uk/brighton

local LGBT media

G Scene

☎ 01273 722457

✉ info@gscene.com

🌐 www.gscene.com

3sixty / Pink news

☎ 08706 201 360

✉ info@3sixtymag.co.uk

🌐 www.3sixtymag.co.uk

Real Brighton

✉ editor@realbrighton.com

🌐 www.realbrighton.com

Gay Brighton

🌐 http://gay.brighton.co.uk

Pink UK

🌐 www.pinkuk.com

If you want to put on an LGBT event and would like to discuss how Spectrum can help please contact us.

research and development

Spectrum may be able to help with research and development to further your groups aims, provide evidence of need to funders, or to help with developing services

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☎ 01273 723123

✉ info@spectrum-lgbt.org

Count Me In

In the summer and autumn of 2000, LGBT people in the Brighton & Hove area were asked about their experiences in the award-winning Count Me In Survey. 1145 people took part answering 158 questions across a range of issues: about where they live and work, about health issues, their families, safety concerns, and services they use.

The findings of this survey offered stark evidence of a range of unmet needs and poor access to services in the LGBT community. In response to this unique opportunity for improvement, a series of community forums, feedback events and consultations with service providers and planners were held in order to prioritise the concerns brought up by the findings.

The LGBT Community Strategy 2001-2006

The Count Me In LGBT Community Strategy was drafted and launched in 2001 after extensive research and consultation.

The Strategy comprises nine themes or portfolios containing an ambitious 171 recommendations. These are intended to inform and guide developments by community groups, service providers and planners. Spectrum was originally established in order to support and co-ordinate this work.

In 2006 Spectrum is planning to begin work on updating and renewing the LGBT Community Strategy for another 5 years.

The strategy is available to download from Spectrum's website: www.spectrum-lgbt.org

Count Me In Too!

During the summer of 2006, the Count Me In Too! project will gather information about the needs, views and experiences of lesbian, gay, bisexual and trans people (LGBT people) who live, work, socialise or use services in Brighton & Hove.

Count Me In Too! will produce detailed, up-to-date statistics and explore the perspectives of previously under-engaged LGBT people.

The project is a partnership between Spectrum and the University of Brighton, supported by Brighton & Sussex Community Knowledge Exchange with additional funding provided by the Brighton & Hove Primary Care Trust (PCT).

Dr. Kath Browne at the University of Brighton and Arthur Law at Spectrum are working with a steering group of local LGBT people to devise and undertake a new large scale online questionnaire, as well as specific focus groups with marginalised/excluded groups within the LGBT communities.

Local statutory and voluntary services are looking to use this opportunity to evaluate and plan their activities, and to assess changes since the Count Me In survey carried out in 2000.

In the Spring and Summer of 2007 Spectrum is looking to host a series of feedback and development events and conferences to promote the research findings and as a springboard for community action.

For more information about the Count Me In Too online questionnaire and focus groups go to:

www.countmeintoo.co.uk

Implementing Organisational Equalities

These are annual awards available from the Council's Voluntary Sector & External Funding Unit of up to £2,500 for community and voluntary organisations:

- to develop or improve internal working patterns addressing equalities issues,
- to deliver activities which improve equalities within other voluntary or community organisations in the city.

Grants will support voluntary organisations in promoting equal opportunities and celebrate diversity by supporting compliance with current legislation.

The main emphasis of this scheme is to support the development of volunteers and staff to enable organisations to address equalities issues more effectively. Organisations can apply for funding for recruiting consultants or purchasing small items of equipment or publications that are linked to a training or development programme designed to promote best use of these materials. As a guide approximately two thirds of requested grant aid should support training, with the remainder for appropriate materials or equipment.

deadlines 7 July & 6 October 2006

For more information:

☎ 01273 296821

✉ volsectunit@brighton-hove.gov.uk

🌐 www.brighton-hove.gov.uk/communitygrants

Community Knowledge Exchange

The Brighton & Sussex Community Knowledge Exchange is a groundbreaking initiative to support and fund joint work between community, voluntary, public sector and social enterprise organisations across Sussex and the Universities of Brighton and Sussex. The initiative will enable work on projects that organisations would otherwise not have the resources to develop.

☎ 01273 643004

✉ e.mcdonnell@brighton.ac.uk

🌐 www.brighton.ac.uk/cupp

LGBT Volunteering

Spectrum has set up a Volunteering Working Group to look at volunteering opportunities within LGBT groups and services. The group is conducting a survey of local groups to see whether and how groups use volunteers and what they need to be able to effectively recruit, manage and supervise them.

Because of the need for capacity building in many groups Spectrum is looking into whether it can take on a central role in providing a central access point to volunteering, and to manage volunteers who could then be placed with smaller groups unable to recruit or manage these themselves.

Spectrum is looking at its own capacity to manage such a scheme if it was needed by other groups. If your group may be interested contact us for more information.

ProHelp

ProHelp is a professional Firms Group which is managed by the Brighton & Hove Business Community Partnership. This is a free professional service which enables community and voluntary organisations with limited resources to undertake a range of activities.

The firms undertake one-off projects which can include feasibility studies, structural surveys, marketing and business plans, legal and accountancy advice and property valuations. In some cases firms also offer strategic, long-term support to community groups such as joining an organisation's managing body.

ProHelp members approach this kind of work in the same way and with the same level of professionalism as they would their fee-paying clients. The only difference is that the community group is not charged for the work undertaken.

Business Community Partnership

☎ 01273 770075

✉ admin@bhbc.org.uk

🌐 www.bhbc.org.uk

networking

*Spectrum can help put you
in touch with others*

spectrum

☎ 01273 723123

✉ info@spectrum-lgbt.org

Spectrum's Forum

Spectrum's Forum meetings are open public meetings, held bi-monthly, providing an opportunity for the LGBT communities to discuss progress on key issues with service planners and providers, as well as a chance for local groups and services to network, give updates and present their work to a community audience.

If you'd like to raise an issue or to present the work of your group to the Forum please contact us.

Spectrum's Working Groups

Spectrum has established a number of inter-agency working groups taking forward development work on a number of key issues.

- LGBT Housing Working Group
- LGBT Domestic Violence Working Group
- LGBT Anti-bullying Working Group
- Trans Services Working Group
- LGBT Volunteering Working Group
- LGBT Drugs Working Group

If your group is interested in partnership work with others Spectrum may be able to help bring people together and host the process.

**Have you got an idea
for a networking
event? Contact us.**

The Loop

Spectrum recognises that the success of a growing number of LGBT-specific services and projects rests on the shoulders of a relatively few dedicated LGBT staff. This work can be challenging and sometimes gives rise to conflicting pressures and loyalties that aren't easy to express or resolve. Supporting LGBT people across a range of needs in an imperfect world, where people often work in small organisations on their own is far from an easy task.

Spectrum sees the Loop as a safe space, away from the direct pressures of work, where frontline LGBT workers can access informal peer support and network with each other.

Towards a LGBT Health & Community Centre

The lack of any LGBT community facilities frustrates opportunities for LGBT-specific drop-in surgeries, outreach and signposting for services. This also creates barriers to LGBT community development and capacity building.

Proposals in the LGBT Community Strategy 2001-06 for a LGBT Healthy Living Centre were explored in a multi-agency SWOT analysis jointly conducted by Spectrum & the PCT in 2005. Since then a number of organisations have expressed an interest in sharing safe, central and accessible premises.

Spectrum will continue to review the need for community facilities to support community activity and the effective delivery of services.



Spectrum initiates and develops practical strategies which enhance the strength and cohesion of the LGBT community in Brighton, Hove and surrounding areas; and ensure that LGBT needs are met.

Spectrum's mission statement: 2001

Over the past 4 years Spectrum has worked with local service providers and LGBT communities to progress the implementation of the LGBT Community Strategy, in order to improve services, support and opportunities for LGBT people in Brighton and Hove and surrounding areas.

As the ambitious LGBT Community Strategy reaches the end of its 2001-06 implementation period, it's clear that while much progress has been made, there is still a clear need for Spectrum as a vehicle for consultation and joint working, and community forum.

A key task for Spectrum during the coming year is to review continuing needs and update the LGBT Community Strategy by bringing together: feedback from LGBT people on successes and continuing needs as highlighted at Spectrum's programme of Fora, inter-agency working groups and through other mechanisms; progress reports from service providers; and new information gathered on LGBT communities' needs, including findings of the Count Me In Too project which is being carried out over the summer of 2006.

For more information about spectrum go to:

www.spectrum-lgbt.org

 01273 723123

 info@spectrum-lgbt.org



spectrum

lesbian, gay, bisexual & transgender community forum

6 Bartholomews, Brighton, BN1 1HG ☎ 01273 723123 ✉ info@spectrum-lgbt.org 🌐 www.spectrum-lgbt.org