

# Resources

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Area of support	Title	Description	Link
The Voluntary Sector	Welcome to the voluntary sector	What's it all about?	<a href="https://knowhownonprofit.org/basics/what-is-non-profit">https://knowhownonprofit.org/basics/what-is-non-profit</a>
Setting up an organisation	Getting started	What you need to know before setting up your own organisation.	<a href="https://knowhownonprofit.org/basics/setting-up-a-charity">https://knowhownonprofit.org/basics/setting-up-a-charity</a>
Get help	Find your local Council for Voluntary Services	Councils for Voluntary Services, or CVS's are local infrastructure organisations which provide advice and guidance to voluntary organisations and those working in the community.	<a href="https://www.navca.org.uk/">https://www.navca.org.uk/</a>
Types of organisation	Explanation of legal statuses	You will need to decide what type of organisation you want to be. This page explains the different types and the rules associated with each. We recommend you seek advice from your local CVS to decide which is most suitable for how you want to work.	<a href="https://knowhownonprofit.org/basics/setting-up-a-charity/legal-forms-for-non-profits-1">https://knowhownonprofit.org/basics/setting-up-a-charity/legal-forms-for-non-profits-1</a>
Types of organisation	Do you need to be a charity?		<a href="https://knowhownonprofit.org/basics/setting-up-a-charity/charitable-status">https://knowhownonprofit.org/basics/setting-up-a-charity/charitable-status</a>
Types of organisation	What is a social enterprise?	A social enterprise is a business which has community benefit. Find out more about social enterprises and if this legal status is right for your organisation.	<a href="https://knowhownonprofit.org/basics/setting-up-a-charity/social-enterprises">https://knowhownonprofit.org/basics/setting-up-a-charity/social-enterprises</a>
Writing your constitution or governing document	How to write a governing document	Every voluntary organisation needs a governing document which describes what the organisation does and how it operates.	<a href="https://knowhownonprofit.org/how-to/how-to-write-a-governing-document-guide/">https://knowhownonprofit.org/how-to/how-to-write-a-governing-document-guide/</a> (you'll need to create an account and sign in)
Governance	Your management committee	FSI's Essential Trustee series of short videos will help you to understand the role of a trustee.	<a href="http://www.thefsi.org/services/essential-trustee-series/">http://www.thefsi.org/services/essential-trustee-series/</a>
Governance	How to do a skills audit of your management committee	Download this template to assess the skills of your management committee/board	<a href="https://knowhownonprofit.org/tools-resources/board-basics/tools-and-guidance/ncvoboardbasic">https://knowhownonprofit.org/tools-resources/board-basics/tools-and-guidance/ncvoboardbasic</a>

		members, to identify what areas you need to develop	<a href="#">trusteeskillsaudit.docx</a> (download word doc)
<b>Governance</b>	Recruiting Trustees or management committee members	Trustee Finder is a collaboration between Small Charities Coalition and Do-It. You can search for trustees with skills and interests that match your organisation's needs.	<a href="https://do-it.org/channels/trustee-finder">https://do-it.org/channels/trustee-finder</a>
<b>Legal requirements</b>	LCF's guidance on developing a safeguarding policy and procedures for working with children and young people (PDF)		<a href="https://londoncf.org.uk/uploads/Safeguarding-Children-and-Young-People-Resource-Pack-FINAL-reduced.pdf">https://londoncf.org.uk/uploads/Safeguarding-Children-and-Young-People-Resource-Pack-FINAL-reduced.pdf</a>
<b>Legal requirements</b>	NSPCC's guidance on developing a safeguarding policy and procedures for working with children and young people		<a href="https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement/">https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement/</a>
<b>Legal requirements</b>	LCF's guidance on developing a safeguarding policy and procedures for working with vulnerable adults (PDF)		<a href="https://londoncf.org.uk/uploads/Safeguarding-Vulnerable-Adults-Resource-Pack-FINAL-reduced.pdf">https://londoncf.org.uk/uploads/Safeguarding-Vulnerable-Adults-Resource-Pack-FINAL-reduced.pdf</a>
<b>Legal requirements</b>	Data protection (GDPR)	A summary of the data protection law, General Data Protection Regulation (GDPR) that took effect on 25 May 2018.	<a href="https://knowhownonprofit.org/organisation/operations/dataprotection">https://knowhownonprofit.org/organisation/operations/dataprotection</a>
<b>Managing people</b>	Resources on managing people		<a href="https://knowhownonprofit.org/people">https://knowhownonprofit.org/people</a>
<b>Managing people</b>	Working with volunteers	Volunteers play an important role in the community and voluntary sector. This website provides useful information on how to recruit and manage them.	<a href="https://knowhownonprofit.org/people/volunteers">https://knowhownonprofit.org/people/volunteers</a>
<b>Managing people</b>	Recruiting volunteers	Do-It is a national organisation where community groups can advertise their volunteer roles and find volunteers.	<a href="https://do-it.org/">https://do-it.org/</a>
<b>Managing people</b>	Find your local volunteer centre	Your local volunteer centre can also help you find volunteers and can help	<a href="https://www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre">https://www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre</a>

		you to train and manage them.	
<b>Managing people</b>	Volunteer expenses	Volunteers must not be paid for their work but they can be reimbursed for their expenses. There are strict laws on paying volunteers, this page explains what is and isn't allowed.	<a href="https://www.gov.uk/volunteering/pay-and-expenses">https://www.gov.uk/volunteering/pay-and-expenses</a>
<b>Managing people</b>	Free HR advice		<a href="http://www.acas.org.uk">http://www.acas.org.uk</a>
<b>Finance</b>	Banks which offer charity/non-profit accounts	Groups often tell us they have trouble setting up a bank account in their name. Here is a list of banks which provide charity/club accounts. This is not an exhaustive list, and we are not recommending any of them. Please contact them and find out if they are suitable for your needs.	<a href="https://www.cafonline.org/">https://www.cafonline.org/</a> , <a href="https://www.santander.co.uk/uk/business/clubs-charities-accounts">https://www.santander.co.uk/uk/business/clubs-charities-accounts</a> , <a href="http://www.business.hsbc.uk/en-gb/everyday-banking/business-accounts/charity-banking-community-account">http://www.business.hsbc.uk/en-gb/everyday-banking/business-accounts/charity-banking-community-account</a> , <a href="https://charitybank.org">https://charitybank.org</a> , <a href="https://www.barclayscorporate.com/sector-expertise/public-sector/not-for-profit-charities.html">https://www.barclayscorporate.com/sector-expertise/public-sector/not-for-profit-charities.html</a> , <a href="https://www.tsb.co.uk/business/accounts/treasurer-account/">https://www.tsb.co.uk/business/accounts/treasurer-account/</a>
<b>Finance</b>	How to write financial procedures		<a href="https://knowhownonprofit.org/tools-resources/financial-procedures-manual">https://knowhownonprofit.org/tools-resources/financial-procedures-manual</a>
<b>Finance</b>	Finance training	Low-cost finance training funded by the Esmée Fairbairn Foundation (2017-18)	<a href="http://www.cfg.org.uk/events.aspx">http://www.cfg.org.uk/events.aspx</a>
<b>Measuring the impact of your work</b>	Why evaluate your work?		<a href="https://knowhownonprofit.org/organisation/impact/about-impact-and-evaluation/why-focus-on-impact-and-evaluation">https://knowhownonprofit.org/organisation/impact/about-impact-and-evaluation/why-focus-on-impact-and-evaluation</a>
<b>Measuring the impact of your work</b>	The difference between monitoring, evaluation and review		<a href="http://www.scvo.org.uk/running-your-organisation/finance-business-management/business-and-strategic">http://www.scvo.org.uk/running-your-organisation/finance-business-management/business-and-strategic</a>

			<a href="#">planning/monitoring-evaluation-review/</a>
Measuring the impact of your work	How to create an evaluation framework		<a href="https://knowhownonprofit.org/how-to/how-to-develop-a-monitoring-and-evaluation-framework">https://knowhownonprofit.org/how-to/how-to-develop-a-monitoring-and-evaluation-framework</a>
Measuring the impact of your work	How to develop a Theory of Change		<a href="https://www.nesta.org.uk/sites/default/files/theory-of-change-guidance-for-applicants.pdf">https://www.nesta.org.uk/sites/default/files/theory-of-change-guidance-for-applicants.pdf</a> (download PDF)
Measuring the impact of your work	The principles of good impact reporting: For charities and social enterprises	NPC's guide to help think about how you should communicate your impact, and what you should communicate.	<a href="https://www.thinknpc.org/resource-hub/the-principles-of-good-impact-reporting/">https://www.thinknpc.org/resource-hub/the-principles-of-good-impact-reporting/</a>
Measuring the impact of your work		Inspiring Impact provides free online resources, peer learning networks, and grant funding.	<a href="https://www.inspiringimpact.org/">https://www.inspiringimpact.org/</a>
Ways of evaluating your work	Questionnaires	Pay particular attention to point 2 of this guidance and make sure your questions will help you understand if you have achieved your outcomes.	<a href="https://knowhownonprofit.org/organisation/impact/measuring-your-impact/questionnaires">https://knowhownonprofit.org/organisation/impact/measuring-your-impact/questionnaires</a>
	Conduct an online survey	Useful for finding out the views of a large number of people.	<a href="https://www.surveymonkey.com/">https://www.surveymonkey.com/</a>
	Interviews	Gather qualitative evidence through focused conversations.	<a href="https://knowhownonprofit.org/organisation/impact/measuring-your-impact/interviews">https://knowhownonprofit.org/organisation/impact/measuring-your-impact/interviews</a>
	How to run a focus group	Have a focused and detailed discussion with a small number of people. This is useful if you are trying to explore a particular question or issue.	<a href="https://www.citizensadvice.org.uk/Global/CitizensAdvice/Equalities/How-to-run-focus-groups-guide.pdf">https://www.citizensadvice.org.uk/Global/CitizensAdvice/Equalities/How-to-run-focus-groups-guide.pdf</a>
Involving your beneficiaries	Involving people: a practical guide by Voluntary Action Westminster	Useful sections include running one-off involvements (consultations, interviews, etc);	<a href="https://www.visionuk.org.uk/download/archive_1/pdf/p0026westminsterinvo">https://www.visionuk.org.uk/download/archive_1/pdf/p0026westminsterinvo</a>

		representatives on committees; user forums.	<a href="#">iving people a practical guide%5B1%5D.pdf</a>
<b>Fundraising</b>	Introduction to grant funding		<a href="https://knowhownonprofit.org/funding/grants">https://knowhownonprofit.org/funding/grants</a>
<b>Fundraising</b>	NCVO's funding database	Funding is challenging for groups of all sizes and we strongly recommend you contact your local CVS and attend fundraising training to hone your skills. This database will help you to search for funding opportunities. It is free to join if your organisation's annual income is under £100,000.	<a href="https://www.fundingcentral.org.uk/default.aspx">https://www.fundingcentral.org.uk/default.aspx</a>
<b>Fundraising</b>	Online giving/fundraising	There are a variety of platforms dedicated to online fundraising and setting up individual fundraising pages.	<a href="https://uk.virginmoneygiving.com/giving/">https://uk.virginmoneygiving.com/giving/</a> <a href="https://www.justgiving.com/">https://www.justgiving.com/</a>
<b>Fundraising</b>	Crowdfunding	Crowdfunding is a way of reaching fundraising targets through small donations from individuals and organisations. This is usually done online and there are various websites that offer this service. Here are two examples.	<a href="http://www.crowdfunder.co.uk">http://www.crowdfunder.co.uk</a> <a href="https://www.spacehive.com/">https://www.spacehive.com/</a>
<b>Marketing &amp; comms</b>		Small Charities Coalition have compiled a list of guides and toolkits on how to use social media.	<a href="https://www.smallcharities.org.uk/resources-social-media/">https://www.smallcharities.org.uk/resources-social-media/</a>
<b>Marketing &amp; comms</b>	Taking better photos	Tips for taking great photos with your smartphone	<a href="https://www.widen.com/blog/16-tips-to-take-better-marketing-photos-with-your-smartphone-camera">https://www.widen.com/blog/16-tips-to-take-better-marketing-photos-with-your-smartphone-camera</a>
<b>Marketing &amp; comms</b>	Creating a website	Free online tools for creating a website. We are not recommending any of these, please take a look and find one that suits your needs.	<a href="https://wordpress.com">https://wordpress.com</a> <a href="http://www.wix.com">http://www.wix.com</a> <a href="http://www.mrsite.com/">http://www.mrsite.com/</a> <a href="https://www.squarespace.com">https://www.squarespace.com</a>
<b>Marketing &amp; comms</b>	Frees stock photos	A list of websites that offer free stock photography.	<a href="https://blog.snappa.com/free-stock-photos/">https://blog.snappa.com/free-stock-photos/</a>
<b>Marketing &amp; comms</b>	How to create a Facebook page for your organisation	Tutorial on creating a Facebook page for your organisation. Many groups	<a href="https://www.youtube.com/watch?v=MPMNsl5wY-4">https://www.youtube.com/watch?v=MPMNsl5wY-4</a>

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		start with a Facebook page if they are not ready to set up a website and they are also useful for communicating with your beneficiaries and supporters.	
<b>Marketing &amp; comms</b>	Online photo album	Create a free online photo album.	<a href="https://myalbum.com/">https://myalbum.com/</a>

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