

Resources

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The Voluntary Sector	Welcome to the voluntary sector	What's it all about?	https://knowhownonprofit.org/basics/what-is-non-profit
Setting up an organisation	Getting started	What you need to know before setting up your own organisation.	https://knowhownonprofit.org/basics/setting-up-a-charity
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.	https://www.navca.org.uk/
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.	https://knowhownonprofit.org/basics/setting-up-a-charity/legal-forms-for-non-profits-1
Types of organisation	Do you need to be a charity?		https://knowhownonprofit.org/basics/setting-up-a-charity/charitable-status
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.	https://knowhownonprofit.org/basics/setting-up-a-charity/social-enterprises
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.	https://knowhownonprofit.org/how-to/how-to-write-a-governing-document-guide/
Governance	Your management committee	FSI's Essential Trustee series of short videos will help you to understand the role of a trustee.	http://www.thefsi.org/services/essential-trustee-series/
Governance	How to do a skills audit of your management committee	Download this template to assess the skills of your management committee/board members, to identify what areas you need to develop	https://knowhownonprofit.org/tools-resources/board-basics/tools-and-guidance/ncvoboardbasicstrusteeskillsaudit.docx (download word doc)

Governance	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.	https://do-it.org/channels/trustee-finder
Legal requirements	LCF's guidance on developing a safeguarding policy and procedures for working with children and young people (PDF)		https://londoncf.org.uk/uploads/Safeguarding-Children-and-Young-People-Resource-Pack-FINAL-reduced.pdf
Legal requirements	LCF's guidance on developing a safeguarding policy and procedures for working with vulnerable adults (PDF)		https://londoncf.org.uk/uploads/Safeguarding-Vulnerable-Adults-Resource-Pack-FINAL-reduced.pdf
Legal requirements	Data protection (GDPR)	A summary of the new data protection law, General Data Protection Regulation (GDPR) taking effect from 25 May 2018	https://knowhownonprofit.org/organisation/operations/dataprotection
Managing people	Resources on managing people		https://knowhownonprofit.org/people
Managing people	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.	https://knowhownonprofit.org/people/volunteers
Managing people	Recruiting volunteers Find your local volunteer centre	Do-It is a national organisation where community groups can advertise their volunteer roles and find volunteers. Your local volunteer centre can also help you find volunteers and can help you to train and manage them.	https://do-it.org/ https://www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre
Managing people	Volunteer expenses	Volunteers must not be paid for their work but they	https://www.gov.uk/volunteering/pay-and-expenses

		can be reimbursed for their expenses. There are strict laws on paying volunteers, this page explains what is and isn't allowed.	
Managing people	Free HR advice		http://www.acas.org.uk
Finance	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.	https://www.cafonline.org/ , https://www.santander.co.uk/uk/business/clubs-charities-accounts , http://www.business.hsbc.uk/en-gb/everyday-banking/business-accounts/charity-banking-community-account , https://charitybank.org , https://www.barclayscorporate.com/sector-expertise/public-sector/not-for-profit-charities.html , https://www.tsb.co.uk/business/accounts/treasurer-account/
Finance	How to write financial procedures		https://knowhownonprofit.org/tools-resources/financial-procedures-manual
Finance	Finance training	Low-cost finance training funded by the Esmee Fairbairn Foundation (2017-18)	http://www.cfg.org.uk/events.aspx
Measuring the impact of your work	Why evaluate your work?		https://knowhownonprofit.org/organisation/impact/about-impact-and-evaluation/why-focus-on-impact-and-evaluation
Measuring the impact of your work	The difference between monitoring, evaluation and review		http://www.scvo.org.uk/running-your-organisation/finance-business-management/business-and-strategic-planning/monitoring-evaluation-review/
Measuring the impact of your work	How to create an evaluation framework		https://knowhownonprofit.org/how-to/how-to-develop-a-monitoring-and-evaluation-framework

Measuring the impact of your work	How to develop a Theory of Change		https://www.nesta.org.uk/sites/default/files/theory_of_change_guidance_for_applicants_.pdf (download PDF)
Measuring the impact of your work	Impact measurement for small organisations	New Philanthropy Capital's guide for small organisations will help you prioritise what you measure if capacity is limited.	http://www.thinknpc.org/publications/keeping-it-in-proportion/ (download PDF)
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.	https://knowhownonprofit.org/organisation/impact/measuring-your-impact/questionnaires
	Conduct an online survey	Useful for finding out the views of a large number of people.	https://www.surveymonkey.com/
	Interviews	Gather qualitative evidence through focused conversations.	https://knowhownonprofit.org/organisation/impact/measuring-your-impact/interviews
	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.	https://www.wikihow.com/Run-a-Focus-Group
Involving your beneficiaries	Involving people: a practical guide by Voluntary Action Westminster	Useful sections include running one-off involvements (consultations, interviews, etc); representatives on committees; user forums.	https://www.visionuk.org.uk/download/archive_1/pdf/p0026westminsterinvolving_people_a_practical_guide%5B1%5D.pdf
Fundraising	A guide to fundraising for small organisations	A practical guide for small organisations by nfpSynergy.	https://nfpsynergy.net/gimme-gimme-gimme-guide-fundraising-small-organisations
Fundraising	Introduction to grant funding		https://knowhownonprofit.org/funding/grants
Fundraising	NCVO's funding database	Funding is challenging for groups of all sizes and we strongly recommend you	https://www.fundingcentral.org.uk/default.aspx

		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.	
Fundraising	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.	http://www.crowdfunder.co.uk https://www.spacehive.com/
Marketing & communications	Taking better photos	Tips for taking great photos with your smartphone	https://www.widen.com/blog/16-tips-to-take-better-marketing-photos-with-your-smartphone-camera
Marketing & communications	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.	https://wordpress.com http://www.wix.com http://www.mrsite.com/uk/ https://www.squarespace.com https://2.cargocollective.com/
Marketing & communications	How to create a Facebook page for your organisation	Tutorial on creating a Facebook page for your organisation. Many groups 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.	https://www.youtube.com/watch?v=MPMNs15wY-4

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