

Resources to help you run your group

Compiled by Gemma Cossins, Development Officer, summer 2011.

These links will appear on our website shortly. The list is by no means exhaustive; we need your input to help keep list like this useful and relevant, so please do get in touch with any comments or suggestions by emailing gemma.cossins@thcvs.org.uk or calling us on 020 8980 8427.

The list below is divided into several subject-based sections, each of which is then split into categories. Resources have been selected based on their relevance, accessibility and overall quality. Some come highly recommended from colleagues in the voluntary and community sector and others are ones which I personally use a lot. Where possible I have tried to list mostly free or cheap resources. Some of the books and databases listed will be available soon at the new resource room at the CVS offices.

Setting up an organisation

Websites and online resources

[Setting up a non profit organisation](#) from KnowHow NonProfit offers a great overview of the issues to consider and is well illustrated with case studies and links

[Defining Voluntary Organisations](#) from NCVO offers concise definitions and links to further reading

This [guidance on setting up and registering](#) from VolResource provides a brilliant overview of the facts and a range of links to further support

This [Social Enterprise Awards Kit](#) from UNLTD and Hefce is designed for social entrepreneurs but is likely to be of equally good use to committee members of new and developing voluntary organisations

LVSC's [online guide to legal structures](#) provides a clear and useful overview with links to more support. They also have a useful section on [social enterprises](#).

The Charity Commission's [guidance on starting up a charity](#), which includes a useful section to help you consider whether or not starting a charity is appropriate.

This [guide to setting up a social enterprise](#) from Business Link runs through the organisational forms suitable for 'not for profit' organisations.

NCVO and Bates Wells Braithwaite's [Get Legal](#) is a decision making tool that can help you decide what legal structure is best for your organisation. You need to register to use it but the sign up process is quick and easy.

Books and publications

[Governance and Organisational Structures](#) is a brilliant clear pdf guide by NCVO

The Charity Commission guidance leaflet [Choosing and Preparing a Governing Document](#) covers pretty much everything you need to know about how to adapt or create an appropriate governing document for your organisation.

[Resources for Small Charities](#) from the Charity Commission is a good place to start if you're aiming to stay or start small.

The Charity Commission also produces [model governing documents](#) for small charities and charitable associations, trusts and companies, each of which includes guidance notes to help you to use it.

[Information Pack on Community Interest Companies](#) from the CIC regulator

Support and Regulatory Organisations

[Charity Commission](#)

[Companies House](#)

[CIC Regulator](#)

[Guidance on Industrial and Provident Societies](#) from the FSA

Staying in line with the law

Websites and online resources

VolResource's [legal matters](#) page lays out some of the areas of law you need to think about and provides further links and resource

[Compliance](#), one of the 'tools for success' from the Centre for Charity Effectiveness' helps you identify what you need to do to ensure you're operating legally

[Sandy Adirondack's Legal Updates](#) come directly to you by email. Sign up online or see an archive [here](#).

[Russell Cooke's Charity Legal Updates](#) are clearly written and include useful illustrative case studies. Sign up is free and fast.

Useful Resources

[Charities and insurance](#) from Russell-Cooke solicitors is a useful resource sheet

The scheme for vetting and barring potential staff and volunteers and accessing CRB checks is currently under review, but you can find up to date information about what your responsibilities are from the [Home Office](#) and [Business Link](#). This [introduction to CRB checks from Volunteering England](#) is also very useful

Books and publications

The [Voluntary Sector Legal Handbook](#) by James Sinclair Taylor and the charity team at Russell Cooke, and edited by Sandy Adirondack is a huge and highly comprehensive publication covering pretty much every aspect of all the laws and regulations you need to follow in order to run a voluntary organisation properly. Highly recommended, though if you don't want to buy it you may find a copy at your local CVS or library.

[Voluntary but not Amateur](#) by Ruth Hayes and Jacki Reason is a concise, well written book for voluntary and community group covering key areas of the law.

[Just About Managing?](#) by Sandy Adirondack is a practical guide to management for voluntary organisations.

[Keeping it Legal](#) is a Guide for Third Sector Organisations on Public Law and Equality Rights

[Bates Wells Braithwaite](#) Solicitors have a range of useful downloadable resources and articles

Support and Regulatory Organisations

[Health and Safety Executive](#)

[Equality and Human Rights Commission](#)

Guidance on tax from [HM Revenue and Customs](#)

Trustees and governance

Websites and online resources

[The DIY Committee Guide](#) is a highly recommended online resource from Northern Ireland

[The Governance Pages](#) are a very useful and regularly updated resource

Online [trustee recruitment guide](#) for small organisations from NCVO

Trustee Network's [trustee finder](#) can help you find new board members

Books and publications

['Duties of Charity Trustees'](#) by Bates Wells & Braithwaite. Clear concise guide from 2008 is still relevant and accurate now.

[Good Governance - A Code for the Voluntary and Community Sector](#) (print friendly version is [here](#).)

List of [governance resources](#) from NCVO

[Finding new Trustees; What Charities Need to Know](#) from the Charity Commission

[What are the risks of becoming a trustee?](#) is a clear, brief and informative article by James Sinclair Taylor

[Reducing the Risk; A Guide to Trustee Liabilities.](#) Also by James Sinclair Taylor, this guide is from 2006 but is still relevant now.

Support Organisations

[Trustee Network](#)

[Acevo](#) is a membership body for the Chief Executives for voluntary organisations, but its [section on governance](#) is useful for staff and trustees alike

Understanding the social and political environment

Websites and online resources

NCVO's [Third Sector Foresight](#) (or 3S4) project looks at the factors likely to affect people's lives in coming years and the effects they might have on public policy. It's a log-in and discussion site but worth visiting just for a read as well.

[Revitalise](#), from the Centre of Charity Effectiveness is a clear and easy to use guide to environmental scanning and includes tools that you can print out and use to help you in your discussions and planning

The [Joseph Rowntree Foundation](#) funds and publishes research into a wide range of social issues. Search by subject [here](#).

Office for National Statistics contains a huge amount of information about population trends and particular issues affecting society. Their [social indicator](#) page is a good place to start

Urban Forum's [policy pages](#) are concise, well written and regularly updated. Use the navigation menu on the left to find the issues or bits of law you're interested in

The [Directory of Social Change policy pages](#) also make for interesting and useful background reading

VolResource's [guide to policy and research](#) provides a typically clear overview and set of links

Books and publications

The [Guardian's Society section](#) can be a great source of background reading about a range of social issues; you can sign up to free regular e-mails on their website

[Third Sector magazine](#) highlights stories and issues relevant to the voluntary sector and also sends out regular free mailings

Support Organisations

[IVAR](#) is the Association for Voluntary Action Research. They run seminars, publish articles on a range of issues relevant to the voluntary and community sector

[ARVAC](#) is the Association for Research in the Voluntary and Community Sector; it hosts a database of research and sends out regular briefings

Planning and managing projects

Websites and online resources

[Strategic Planning](#) is a useful six stage online guide to planning from NCVO

Books and publications

[Implementing Strategy; Ideas and Inspiration](#); a brilliant downloadable guide by Stella Smith

[Direction](#), from the Centre for Charity Effectiveness, is a rich and thorough downloadable guide to forward planning featuring group tasks and real life examples

[The Complete Guide to Business and Strategic Planning for Voluntary Organisations](#) by Alan Lawrie is a really useful tool for helping you to think about and set your organisational direction. Highly recommended

[The Complete Guide to Creating and Managing New Projects](#) by Alan Lawrie is a helpful book for both new and experience project managers

Identifying and raising funds

Grants databases

There are a number of searchable online databases available now, some of which are free and some of which charge. The ones listed below cost nothing to use:

[Tower Hamlets 4 Community](#) is an online database hosted on the Tower Hamlets website and a great place to start your search. Use the [search page](#) and the tabs just above it to identify funding for different types of work.

You can also access [GrantNet](#) via the Tower Hamlets site. Registration is free and fast.

The Council's Third Sector team produces and distributes a regular Funding Information Bulletin, as well as posting up information about funding distributed by agencies within the borough. Find out more on their [community grants pages](#) and download the latest Bulletin [here](#).

[Funding Central](#) from [NCVO](#) is easy to use, frequently updated and can help you to narrow down your grants search in order to find the most appropriate sources of funding

[J4b funding information portal](#) offers free access to a range of searchable grants databases

[Fundinginformation.org](#) isn't free to subscribe to, but you can sign up for a free temporary password in order to have a look around

[Grantsnet](#) offers a very simple keyword search, much like Google

Websites and online resources

The [funding and income section of the KnowHow NonProfit pages](#) offers a great accessible overview of issues like fundraising, commissioning and trading

The [Information about Fundraising](#) pages from the Institute of Fundraising contain a huge amount of information, from tips on getting started, to advice on data protection and raising money at events

This [Guide to Income Sources](#) from NCVO's Sustainable Funding Project lays out and links to a wealth of useful information

[Funding Central](#), also from NCVO, offers a grants search service and regular email updates about what grants are available

[Funding Fundamentals](#) is a concise online guide from the (now closed) Finance Hub; still and relevant now

[London Funders' E-gateway for fund seekers](#) is a brief guide to information sources on funding for London's voluntary and community sector. Their [Jigsaw guide](#), in addition, is aimed particularly at groups working with children and young people

[5 Steps to Funding Success](#) from j4bcommunity is a neat and clear starter guide to the key things you need in order to access funding

Sources of funding - getting up to date information:

There are now a number of online databases designed to help organisations identify appropriate funding for their geographical area and area of work. This [excellent digest](#) from South Yorkshire Funding Advice Bureau lists the main databases available, their advantages and disadvantages and (in some cases) their costs

Books and publications

[Advice on Applying to a Charitable Foundation](#) is a brief but readable guide featuring some useful links from the [Association of Charitable Foundations](#)

The Directory of Social Change publish a range of guides to [fundraising techniques](#). [The Complete Fundraising Handbook by Nina Botting and Michael Norton](#) is a good place to start

[Guides to grantmaking trusts available](#) from the DSC. If you don't want to or cannot purchase these you may find they're available at the library or at your [local infrastructure organisation](#)

Support organisations

[Institute of Fundraising](#)

[Association of Charitable Foundations](#)

[Directory of Social Change](#)

You can also contact Tower Hamlets CVS for in-person or e-mail based fundraising assistance. We can't write your bid for you but we can help you put a plan together and come up with a budget, and our Development Officer is happy to look through draft bids and give comments and suggestions. Email gemma.cossins@thcvs.org.uk or call 020 8980 8427 for more information.

Premises

Websites and online resources

The [Premises Fact Finder](#) from My Community Space is a great and comprehensive guide to identifying, acquiring, managing and even building premises.

[Charity Property Help](#) provides registered charities and voluntary organisations a minimum of one hour consultation with an RICS Regulated firm free of charge.

Ethical Property Foundation's [Property Advice Service](#) can provide you with guidance and support

Businesslink's [Choosing and Managing your Premises](#) section provides a good overview

My Community Space's [Find a Space](#) pages can help you find or advertise space to hire

Support Organisations

[Community Matters](#)

[Ethical Property Foundation](#)

Working with volunteers

Websites and online resources

Volunteering England's [resources](#) section is a good place to start, and their [good practice bank](#) is very useful indeed

The [recruiting and managing volunteers](#) section of KnowHow NonProfit presents a range of easy to follow sections and a lot of useful links and multimedia resources

If you're looking for volunteers and local advice on volunteering you can use this online tool to help you [find your nearest volunteer centre](#)

Publications

[Do-It's blogs and articles](#) are free and easy to read

[Working with Volunteers by Cherry Bushell](#) is an accessible and affordable quick guide

[Essential Volunteer Management by Steve McCurley and Rick Lynch](#)

Support and Brokerage Organisations

[Association of Volunteer Managers](#)

[Greater London Volunteering](#)

[Volunteering England](#)

[CSV](#) offers volunteer brokerage and training

Vinspired offers an England-wide [volunteering marketplace](#) for young people aged 16-25

[Do-It](#) is a national database of volunteering opportunities from [YouthNet](#)

Employing and managing staff

Websites and online resources

Businesslink's [Employment and Skills](#) pages provide a good overview of issues to consider when employing staff

The [You and Your Team](#) section of KnowHow NonProfit is an accessible and easily navigable first port of call

VolResource's [People Matters](#) section is packed with useful information

[NCVO's HR Bank](#) is a collection of human resources policies and job descriptions donated by voluntary and community organisations and their [How To guides](#) cover a range of topics from recruitment to mediation

HM Revenue and Customs [Resources for Employers](#) helps you understand tax and National Insurance

The widely-used [NJC payscales](#) can help you set levels of pay

ACAS have a wealth of useful information as well as running an advice line. The [tools and resources](#) section of their website is a good place to start

[NCVO's employment practice group](#) is an online forum for discussing employment and HR issues

Books and publications

[The Good Guide to Employment by Wendy Blake Ranken](#) helps voluntary and community organisations to successfully employ, manage and develop their staff

LVSC's PEACe service offers a range of downloadable guides and templates. Start in their [employment essentials section](#) and use the menu on the left to navigate

[People Bulletin](#) is a good free source of HR news

[Russell Cooke's Employment Law Updates](#) help you stay up to date; they're free and there's an archive on the website

Support and Regulatory Organisations

[PEACe at LVSC](#) - HR advice for voluntary and community sector employers in London

[Working Families](#) offers advice and information about flexible working

[Department for Business Innovation and Skills](#)

[Equality and Human Rights Commission](#)

The [TUC](#) and its [WorkSMART project](#) are aimed at workers rather than employers but their guides and leaflets are likely to be useful to both

Financial management

Websites and online resources

VolResource's [finance section](#) provides clear explanations and links to a huge range of further reading

[CASH \(Community Accountancy Self Help\)](#)

[CASE](#) is a new social enterprise funded by the Big lottery. It specialises in providing back office accountancy services to charities and community organisations

This online search can help you [find your local Community Accounting Service](#)

[Managing Money and Resources](#) from the Finance Hub is no longer updated but still useful

Books and publications

[Community Money Matters](#) by CASH is a brilliant, readable and comprehensive guide to financial management and accounting for small charities and community organisations. There is a special emphasis on running community buildings and employment issues. It's over 200 pages long and very clearly written. Well worth a look; it's downloadable for free but you can also order and pay for a printed copy on their website

In addition, CASH's [sample financial policies](#) can be downloaded and adapted to suit your organisation

These excellent [guidance notes on financial management](#) from the Community Accountancy National Network include examples to show you how to lay out your finances and policies

Sayer Vincent's [Made Simple](#) guides are clearly written and cover a range of financial and legal issues

This [Finance](#) guide from the Centre for Charity Effectiveness is both readable and practically focussed

[Charity Treasurers Handbook by Gareth G Morgan](#) is a short, clearly written book

The CFDG's [document library](#) (and their site generally) is a treasure trove of useful information

Civil Society magazine's [Finance Section](#) is useful for updates and interesting finance stories

Support and Regulatory Organisations

[CASH online](#)

[Charity Finance Directors Group](#)

[Charity Commission](#)

[The Community Accounting Network](#)

Monitoring and evaluation

Websites and online resources

[Proving and Improving](#) is a quality and impact tool from the New Economics Foundation. It's aimed at social enterprises but lots of it will be useful for other organisations too

Books and publications

Charities Evaluation Services have a range of [downloadable guides and resources](#) all about evaluation and related issues. A list of all their free downloads is [here](#).

[Operations](#), from the Centre for Charity Effectiveness is a neat and clear guide to monitoring and assessing your organisations' performance against mutually agreed indicators

The Evaluation Trust's [Evaluation Toolkit](#) containing advice on different methods and how to apply them.

The Big Lottery's pages [Understanding Self Evaluation; A guide to projects supported by Big](#) is based around the grantmakers requirements but is still full of useful advice whether or not you're funded by (or intend to apply for) Lottery funds

Support Organisations

[Charities Evaluation Services](#)

[UK Evaluation Society](#)

Technology and communications

Websites and online resources

LASA's [ICT knowledgebase](#) is an amazing and constantly developing resource. Use the categories along the lefthand panel to navigate through the sections and find the resources you need

LASA's ICT newsletter is London focussed but contains a lot of information that's nationally relevant. There's an archive [here](#)

[Charity Technology Exchange](#) is a project by the [Charity Technology Trust](#) that allows voluntary organisations to access donated ICT equipment and software at reduced costs

LASA's [Suppliers Directory](#) can help you to identify suppliers of ICT products and services in your area

This [online guide to email marketing](#) gives a good overview of the data protection and privacy regulations relating to email

Books and publications

Sayer Vincent's [ICT Strategy Made Simple](#) is a useful downloadable guide

[LVSC's Guide to Data Protection](#) is a clear, thorough summary of data protection regulations and good practice

[Information Alternatives](#) is a guide for finding out how you can make your information and services accessible for disabled people. You can read some of the information and order the full book online.

Support and Regulatory Organisations

[Fossbox](#) offer support, advice and information sheets on a range of ICT and digital inclusion issues and specialise in helping organisations to find and utilise open source software

[The Intellectual Property Office](#) provides clear information about what copyright is, what it applies to and related laws

[Information Commissioner's Office](#)

Campaigning and marketing

Websites and online resources

[Campaign Central](#) hosts a range of excellent links and resources, including this [guide to charity law and campaigning](#)

[Fairsay](#) provides advice, support and tools for campaigning. Their blog makes interesting reading

The Guardian's Liberty Central subsite contains a wealth of interesting articles. Their [A-Z guide to legislation](#) is also very useful

NCVO's [Campaigning Effectiveness Pages](#) and [Campaigning and Influencing Forum](#) are both great gathering places for campaigning knowledge and ideas

[Louder](#) is a new online forum for campaigners; still in the developmental stages but getting bigger and better all the time

The [marketing and branding section of KnowHow NonProfit](#) contains a range of resources and links to help you think about how your organisation might position and present itself

These useful and accessible [free resources from the Media Trust](#) are designed to help you with PR, marketing and communications

Books and publications

[The Good Guide to Campaigning and Influencing](#) by Brian Lamb

[The Protesters Handbook](#) by Bibi Van der Zee

[Local Action; The Handy Guide for Communities Working with Councillors](#) by bassac and Urban Forum

[Speaking Out: Guidance on Campaigning and Political Activity by Charities](#) is an essential guidance leaflet from the Charity Commission

Support Organisations

[The Shelia McKechnie Foundation](#) supports campaigners by providing training, advocacy and resources.

[Media Trust](#)

[NGO Media](#)

Partnership working

Websites and online resources

NCVO's [webpage on Collaborative Work](#) features lots of links and articles

The [Find a Partner section at Funding Central](#) can help you identify and make contact with potential project/bidding partners

This range of [downloadable resources and case studies from bassac](#), includes articles, toolkits and templates; select by theme or scroll through the list.

Books and publications

[Making a difference together? Planning, monitoring and evaluating voluntary and community sector collaborative working](#) is a downloadable PDF about planning and evaluation collaborative projects aimed at voluntary and community organisations

[Getting Ready for Collaboration](#) from bassac and IVAR is a great introductory guide with links to further information

IVAR has published a number of really interesting and informative reports on collaboration, partnership working and merger recently. Visit their [publication section](#) to download.

Support Organisations

[bassac](#)

Other useful support and resources

[Lawworks](#) - a brokerage service providing free pro bono legal advice for voluntary and community organisations

[NCVO](#) - the National Council of Voluntary Organisations

[VolResource](#) - Brilliant, continuously updated collection of notes, introductions and resources

[The Cranfield Trust](#) - provides free management consultancy support for voluntary organisations