



Newark &
Sherwood CVS

COMMUNITIES 1ST



Rushcliffe Community
& Voluntary Service



SETTING UP A COMMUNITY GROUP

WHAT IS A COMMUNITY GROUP?

A community group ('voluntary and community group') is an organised collective of people with similar interests or aims who live in the same geographical area who come together to promote a common cause for the community/public benefit.

A community group is usually started by an individual or group of people who feel there is a lack of something in their community.



THE BENEFITS OF COMMUNITY GROUPS

- A community group can allow people with similar values, interests and views to connect.
- Community groups allow individuals to have a sense of community with like minded people.
- Community groups allow people to feel that they not alone and can make them feel valued.
- Acceptance into a group can give individuals a stronger sense of self.
- Community groups give the opportunity to connect with people, to reach for goals, and to feel safe and secure.



BEFORE STARTING A GROUP



Before starting your community group you should think.....

- Is it necessary?
- What will your group stand for?
- What will your group offer?
- Who will be group members?
- Where will group members meet?
- What do you need to implement your group?

Things to consider.....

- Are there similar groups in the area?
- Can you work in partnership with other groups?
- Can you compliment and enhance existing groups and voluntary organisations?

SETTING UP A COMMUNITY GROUP

To start a community group there are usually four people initially which is known as the management committee and becomes the core of the group. The responsibility of the group should be shared amongst several members.

This ensures the group:

- Plans and acts in the interests of its goals
- Has the right resources to do this
- Has the right funding in place



There are lots of things to consider when setting up a community group.

- Have you drafted a governing document?
- Where will you get funding for your group?
- Where will your group be held?
- Does your group require a bank account?
- Do you have insurance?
- How will you attract members to your group?
- Will you be organising events?
- Are there any risks?
- How will you maintain a successful community group?

DRAFTING A GOVERNING DOCUMENT

A governing document is a rule book for your group which should also include the legal information for your group and the responsibilities. It tells members and the public exactly what it aims to do, how it seeks to reach those aims and its overall code of conduct.

In order to write your governing document, you should first decide the type of charity you would like, as this will determine the type of governing document you require. Governing document templates are available to support you to write a governing document. These can be found at:

www.gov.uk/government/publications/setting-up-a-charity-model-governing-documents



FUNDING A COMMUNITY GROUP



The funding required for your group will be dependent on the nature of your group, activities and the frequency of your group.

Funding for community groups can come from many places. This includes:

- Central and local government
- Grants
- Donated income
- Crowdfunding
- Trust funding
- Gift aid
- Sponsored events
- Organised events
- Games and raffles

FINDING A VENUE

Choosing a venue is very important when setting up a community group. You should consider:

- The location of the venue
- Accessibility (Is your venue disability friendly)
- Transport (Will people be able to get public transport? Is there parking at the venue? can members access the venue on foot?)
- Other local groups (Is there a group of the same nature in the area? Will your group support the community it is being held in?)
- The cost of the venue

It is worthwhile to consider the venue for your community group prior to setting it up. Church rooms, community centres and village halls are good locations for setting up a group.



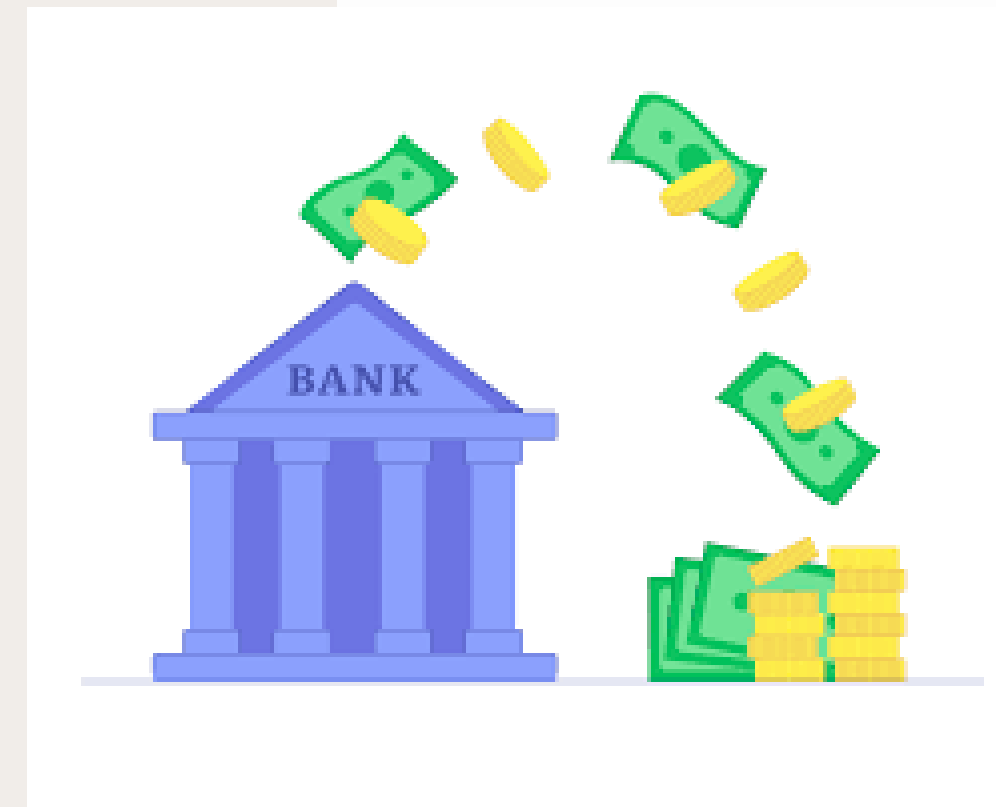
BANK ACCOUNTS FOR COMMUNITY GROUPS

Almost all community groups have a bank account. A bank account will help you:

- Keep track of your group's money
- Apply for grants
- Collect donations or fees

Various banks provide accounts for community groups. When choosing your bank you should check:

- The account is specifically for community groups, or charities.
- The account is not for businesses.
- The bank offers “free banking”. This means you won't have to pay any charges simply for having the account.



INSURANCE

Why do I need insurance?

Insurance ensures you are responsibly covering your group, members and the wider community.

What does insurance need to cover?

There are a number of policies you can get for your community group which can cover:

- Public liability
- Trustee indemnity
- Covering buildings, contents, loss of cash

Some insurance is mandatory whilst others are optional. It is important to research the insurance required for your group.



THE RISKS FOR COMMUNITY GROUPS

Running a group can come with risks. These include:

- Injury to members of the public
- Loss of money and information
- Fraudulent activity
- Damage to property and equipment
- Cybercrime

Risks can not be eliminated however steps can be made to control the risks. These include:

- Risk assessments
- Insurance

