

Richmond Council for Voluntary Service

Small Charity Resource Guide



We've pulled together a guide to all the key resources to help you set up, fund and run your small charity or voluntary organisation.

From choosing a legal structure and recruiting trustees to writing a business plan and finding ways to promote your organisation - you'll have the links to the best expert advice, templates and toolkits to help you on your way.

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Starting Up

[How to Set Up a Charity](#): A must-read for anyone wishing to set-up a charity, this Government website provides an overview of legal requirements and the key steps in setting up your charity

[Small Charities Coalition FAQs](#): Answers to frequently asked questions and signpost to essential resources

Legal Structures

[Get Legal](#) Free online decision-making tool highlighting key issues and signposting to further resources

[Cooperatives UK Simply Legal](#) Easy to read, jargon-free guide to legal structures and charitability, helping you to understand your options and make the right decision.

Governance

[Code of Governance](#) Free Codes of Governance(Full, Summary and Small Groups) to help you understand and implement strong governance in your organisation. A must-have for all your committee members/trustees.

[Trustee National Occupational Standards](#) The NOS help your trustees to understand and develop their individual roles as trustees, and [the toolkit](#) gives you ideas on how to use this NOS with your board.

Trusteeship & Trustee Recruitment

[Reach](#) A comprehensive toolkit with templates to help you assess your board and recruit new trustees and [free advertising of trustee vacancies](#)

[Small Charities Coalition](#) Free advertising, matching, speed recruiting and signposting to further resources

[TPP Recruitment](#) Free advertising and guidance

Funding

[Institute of Fundraising](#) Find out about good practice, legal considerations and access resources to help you develop your strategy. The 5 Minute Fundraiser videos are an excellent introduction to different fundraising methods.

[UK Fundraising](#) Keep up-to-date with the UK funding world, with news, events, blogs, fundraising ideas and funding opportunities.

[Showcase of Fundraising Innovation and Inspiration](#) Be inspired by fundraising activities across the world! An international website, the 'Tools and Techniques' provides debate and discussion on funding innovation as well as useful tutorials to improve your fundraising.

[Big Lottery Fund](#) Funding opportunities for small projects. BLF also provides excellent Funding Guidance where you can learn how to create a strong funding bid.

[Funding Central](#) A free searchable database of funding from trusts and foundations

[Local Funders](#) Ongoing grants for organisations and/individuals in Richmond upon Thames

Business Planning

[Business Balls](#) provides generic guidance and templates for business planning

[Forth Sector Development](#) provides free access to a business planning tool.

[The Princes Trust](#) has an excellent generic business planning pack available free .

[CASS](#) Free online 'Tools for Success' provide excellent guidance on strategic planning to improve sustainability. Also links to the [NCVO 'Picture This' strategic planning tool](#).

I.T.

[Superhighways](#) A specialist voluntary sector ICT project, they provide free training, and signpost on their website to free/low-cost ICT tools to help you use ICT better in promoting and running your organisation.

[Computers For Charities](#) Low cost refurbished computers and free IT advice helpline

[TT Exchange](#) Access to a range of discounted software and top tips on using IT effectively

Finance

[Charity Finance Group](#) Free publications, guidance and updates on charity finance. Sign up to the Small Charities Finance Update for free updates

[Charity Commission](#) Find out about your legal responsibilities and good practice on financial practice in charities

Managing People

[Charityjob](#) Free advertising of volunteer vacancies

[Volunteering England](#) Keep up-to-date with volunteering developments and access free factsheets and guidance

[Do-it.org](#) Free advertising of volunteer opportunities

[PEACe](#) Specialist voluntary sector HR service providing templates, advice and training. PEACe operates a Free First Thursdays Advice Line, providing free telephone advice to small groups on the first Thursday of every month.

[Cranfield Trust](#) Become a member (free) to access HR guidance

[ACAS](#) Learn about good practice and legal requirements in managing your staff through ACAS' free tools, templates, checklists and free helpline for both employers and employees.

Monitoring and Evaluating Impact & Need

[Charities Evaluation Service](#) Free resources, case studies, templates and other guidance to help you develop robust monitoring, evaluation and quality systems and understand the difference your work makes.

[New Philanthropy Capital](#) Access to research in a range of sectors, to help you evidence need and build your case. NPC also provides guidance and resources on demonstrating impact.

[Inspiring Impact](#) Online tools and reports, including a database of sector specific impact measurement tools (including free tools).

[New Economics Foundation](#) A think-tank promoting social, economic and environmental justice, their website has research reports to help you evidence need and build your case for support.

[Joseph Rowntree Foundation](#) works for social change in the UK. Find research on poverty, communities, and ageing society to help you evidence need and remain up-to-date of developments and debate.

[Pro Bono Economics](#)

[Big Lottery Fund Research](#)

[DataRich](#) Find a borough profile, Census data and key Council documents (JSNA).

[LBRuT Village Plans](#) Read the Village Plans to find out how your plans match local Village priorities.

Social Enterprise

[Social Enterprise UK](#) is the national body for social enterprise in the UK. Find free publications and resources, including the excellent [Start Your Social Enterprise](#) Other key areas include social finance, the Social Value Act

Apply for the Lloyds Bank Social Entrepreneurs Programme at the [School for Social Entrepreneurs](#) to help you start and then grow your social enterprise

Marketing

[RCVS Marketing Resources](#) links to free or low-cost local marketing resources that can help you to promote your charity and activities on a budget.

Social Media

[You Tube for Non Profits](#)

[Facebook Non Profit Pages](#)

[LinkedIn for Non Profits](#)

[Twitter](#)

Pro Bono Support

[Cranfield Trust](#) Access to free HR guidance, and for eligible charities, free management consultancy support.

[Pilotlight](#) matches teams of 4 skilled business volunteers with charities over a period of 10-12 months to work on strategic and business planning

[LawWorks](#) provide free legal advice on a wide range of topics including property, employment, contract, TAX. Factsheets and free mediation.

[Pimp My Cause](#) Pro bono marketing expertise including graphic design, web development, PR and more

[The Worshipful Company of Management Consults](#) brokers pro-bono consultancy support for charities

[The Royal Institute of Chartered Surveyors](#) offers charities and voluntary organisations a minimum 1-hour free consultation on property matters with a RICS-regulated firm

Connecting with the sector

[The Charity Commission](#) The regulatory body for UK charities, The Charity Commission provides comprehensive guidance on all aspects of running a charity

[LVSC](#) An umbrella body for London's voluntary and community sector, LVSC provides policy and news updates, hosts specialists networks to facilitate sharing amongst VCS groups, and delivers events (often free) to build skills.

[NCVO](#) is the national body for the voluntary sector. Keep up-to-date with policy and news updates, and access a range of factsheets and guides available free to members (membership is free for organisation with income under £30,00pa)

[Guardian Voluntary Sector Network](#) Read about current sector news, participate in online Q&As with experts, and debate the issues of the day.

[Know How Non Profit](#) NCVO's online advice and guidance portal. Read How To guides written by sector peers, access general advice, and read sector news.

[Small Charities Coalition](#) The national umbrella body for small charities, SCC provide resources and signposting on all areas of running your charity. Also find out about sector news, events and policy updates.

[CASS](#) articles, research papers, thought pieces, and free Tools for Success.

[DIY Committee Guide](#) Aimed at groups in Northern Ireland, but an excellent resource with templates and guidance for all areas of running your organisation

[Locality](#) is a national network of community-led organisations, and advocates for community action. Locality offer a wide range of resources including guidance and toolkits on localism, managing community assets, social media and more.

Prepared by

Reetu Sood

Capacity Building Skills & Enterprise Manager

reetus@richmondcvcs.org.uk

Richmond upon Thames Council for Voluntary Service
Company No. 3730089. Registered Charity No. 1075259