

Setting up a Group

You have a group of people, a creative idea and the enthusiasm to make the project happen—but what steps does your group need to take in order to be able to apply for funds and receive public money?

- **Mission Statement**

A mission statement should say who you are, what you do, which users groups you are targeting, what you stand for and why you do it. It should be about 3-4 sentences long, and all group members should agree and adhere to the mission statement.

- **Constitution**

A constitution is a set of rules that determine the way the group is run. The constitution should include, the name and purpose of your group, its aims and objectives as well as outlining what the group can and can not do, the membership of the group, how the finances are controlled and what happens if the group folds.

- **Bank Account**

You will need to open a bank account in the name of your organisation, this will need to have at least two signatories who are not related in order to for your group to be able to receive public money.

- **Policies**

It is good practice to have the appropriate policies in place. They should outline the procedures and safe guards your group has in place and should reflect the needs of the members of the group and any participants that you might have. Policies could include:

Health and Safety
Equal Opportunities
Child Protection

- **Financial System**

A system that shows funders that your group can effectively manage any funds you receive. It could be a very simple accounting system showing money coming in and out of your account , which is updated by an appointed group member.

- **Sources of further information**

CVS (Council for Voluntary Services) can offer groups support in writing their constitution, Trustee training and appropriate policies. CVSs also offer advice on they type of organisation (registered charity, Social Enterprises etc) that would be most appropriate for your group. CVSs can take you through this process and offer further signposting if required. For further resources see

www.cvs1ststeps.co.uk

The Tool Kit website is a useful resource for Community Groups, it is free to join and has several downloadable worksheets offering advice on setting up a group.

www.thetoolkit.net