



North Cornwall District Council Community Regeneration Team are able to provide advice and guidance to community groups on a range of issues, including assistance with funding searches, advice and guidance on organisational structures, project development & management and consultation to identify local community needs etc. Support and guidance is also available to communities developing and implementing Parish Plans. *Contact: 01208 265624.*

North Cornwall District Council also administers a number of grant schemes, details of which can be found under sources of funding.



East Cornwall Council for Voluntary Service provide a range of support and advice to community groups in East Cornwall, including project development support, support to identify funding, advice and guidance on governance and constitutions, training needs analysis and advice on project management. East Cornwall CVS runs the North Cornwall and Caradon Inter-link Development projects which are part of Inter-link Cornwall. *Contact: Anna Hoyle 01208 75799 a.holye@cptsw.plus.com*



Inter-Link Cornwall provides a chance for groups to talk about their common issues, exchange information and communicate with other agencies, groups, projects and organisations. Inter-Link holds locality meetings across Cornwall which provides members with the opportunity to find out about the work of other local organisations, latest information on funding programmes and training available to your group. These meetings provide an excellent opportunity for groups to meet with others and share information. *Contact: North Cornwall Inter-link – Lydia Billson, Inter-link Development Officer, 01208 75799, l.billson@cptsw.plus.com*



Cornwall Rural Community Council provides a range of general and support and advice to community and voluntary groups across Cornwall including advice and support regarding the management and development of village halls and community buildings, advice and guidance on parish planning and other forms of consultation, information and support to assist the development and implementation of projects identified within parish plans and advice on constitutional and governance and issues. *Contact: please see further detailed information for contact details.*

The CRCC works in partnership with Business in the Community to administer the Prohelp scheme in Cornwall, details of which follows.

The CRCC also administers a number of grant schemes, the details of which can be found under sources of funding and on the following pages.

Community Planning

A large part of the CRCC's work involves working with Parish Councils and community groups on Parish Planning. A Parish Plan is a vision for the parish, setting out aspirations & aims. It covers a wide range of issues that affect the parish and identifies actions to take these issues forward. It should link in to existing strategies and inform partner organisations.

There are a number of good reasons for undertaking a Parish Plan. It can enable residents have a say in how their Parish develops, provide a record about what's good about a parish as well as what isn't, can be used as a tool for change, provides a mandate for the Parish/Town Council and can help kick-start action.



Parish Plan Grant

Further funding will soon be available through the Cornwall Local Area Agreement to help community groups undertake a Parish/Community Plan.

Parishes wishing to submit an application should contact the Community Planning Team for further information and application pack. Applications will be assessed in early summer 2007. The deadline for completed applications will be announced soon. *Contact: Sharon Davey Community Planning Support Officer, 01209 614950, sharon.davey@cornwallrcc.co.uk*

For more information on Parish Plans visit - www.cornwallinteract.org.uk

Rural Services

The CRCC also provides follow on support to community groups who have completed the community planning process. The Rural Services Manager provides a range of advice and support to assist Parish Councils and community groups implement projects identified with parish plans.

The support available includes project development and management advice, advice and support to identify appropriate funding sources, support to complete funding applications, advice on governance and organisational development and appropriate signposting to other sources of information and assistance.

Community Planning Project Grant

Community Planning Project Grant has been designed to help community groups in the implementation of their community plans. Funding of up to £500 is available for the development or delivery of projects linked to parish or community plans. The project must clearly benefit the local community, and ideally involve the local community in its development or implementation.

Parish/Town Councils and community groups wishing to apply for a grant should contact the Rural Services Manager. Applications are considered on an ongoing basis, there are no deadlines. *Contact: Nikki Mills Rural Services Manager, 01872 270206, nikki.mills@cornwallrcc.co.uk*

Community Buildings Advisory Service

The CRCC provides a wide range of practical help, advice and support to management committees running a village, community or church hall in Cornwall. The service is backed up by a support network of 35 village hall advisors across the country, together with the national village hall advisory service from ACRE (Action for Communities in Rural England).

Support and advice is available for hall committees on the range of issues including project specific funding advice and support, governance advice including trustee roles and responsibilities, guidance on charity registration, advice and guidance on legislation (including Licensing, DDA, Health & Safety), interpretations of trust-deeds and support in the establishment of new trusts.

Village Hall Information Leaflets and Publications

The Community Buildings Officer holds a wide range of information leaflets and booklets covering all areas of village hall management which have been developed through ACRE's national village hall advisory service. These are available for a small charge

Village Hall Loan Fund

The CRCC also administers a Village Hall Loan Scheme which can offer interest free loans of up to £3,000 to village halls and community buildings for development work. The loan is repayable over a 3 year period.

For further information contact the Community Buildings Advisory Service. *Contact Jon Teague Community Buildings Officer, 01872 273952, jon.teague@cornwallrcc.co.uk*

ProHelp

ProHelp is a network of local professional firms who have offered to provide professional advice and support free of charge to community groups and voluntary organisations in Cornwall. Prohelp Cornwall is administered by Business in the Community who oversee the engagement of professional firms and the CRCC who facilitate community engagement in the scheme.

Members of Prohelp include surveyors, architects, engineers, accountants, public relations and marketing specialists, designers and solicitors. Support available includes advice on charitable status, help with lease negotiations, support to draw up legal contracts, assistance with financial planning and drawing up business plans, property and construction advice, assistance with planning applications, support to draw up first stage plans and advice on marketing strategies and publicity material.

Further information is available from the CRCC on 01872 273952

People Matter

There are many other public, voluntary & statutory organisations that are able to provide valuable help or resources to community groups and community enterprises in Cornwall. People Matter, produced by the CRCC provides of specialist resources available to community groups under eight resource themes and is intended as an introductory guide to these resources enabling groups to better identify appropriate sources of help and advice as well as acting as a signpost to these services.



People Matter is available on CRCC's website www.cornwallrcc.co.uk copies are also available on request please call 01872 273952

Money Matters

The CRCC also produces Money Matters, which sets out brief details of grants and loans available for community projects. Money Matters is intended as an introductory guide, sources of further information are specified with each fund. Money Matters is available at www.cornwallmoneymatters.org.uk or on request by calling 01872 273952.



Other sources of specialised advice and guidance include:

- **Community Energy Plus** provides free and impartial advice on energy efficiency to households, as well as assisting community groups access renewable energy solutions for community buildings and promoting community ownership of renewable energy schemes. CEP are also able to give talks and presentations and provide training on Energy Efficiency, Climate Change and Renewable Energy. *Contact: Neil Farrington 01209 614972, neil@cep.org.uk*
- **East Cornwall Rural Transport Partnership** provides and advice and information to local communities to help identify and meet their local transport needs including general advice, guidance on sources of funding, project management & development, business planning, organisational structure, income generation. *Contact: Sally Lewis Partnership Officer, 01208 265693, sally.lewis@ncdc.gov.uk*
- **Healthy Living Initiative** aims to stimulate and support local communities in actions, which will reduce health inequalities, improve quality of life and quality of opportunity for people experiencing disadvantage. *Contact Alex Ollivier Co-ordinator, 01209 216967/313419*
- **Arts for Health Cornwall & Isles of Scilly** provide advice for organisations and individuals who are interested in arts and health activities, including networking events and support in developing project ideas. *Contact: Jayne Howard Director, 01872 274592, jayne@artsforhealthcornwall.org.uk*
- **Co-Active** provide business support to social enterprises in Devon and Cornwall, including, business consultancy, specialist development work, incorporation and governance advice and advice and support for practitioners, co-operators and social entrepreneurs. *Contact Sue Morrish Business Services Manager, 01752 500888, sue.morrish@co-active.org.uk*
- **Village Retail Services Association – ViRSA** provides advice to community owned shops. Support available includes assistance to identify funding and make applications, support in the development of fundraising strategies, business planning and advice and guidance on project management. *Contact: David Geeves Community Retail Advisor, 01726 73816 david@geevesd.freeserve.co.uk*

General Community projects

- **North Cornwall Community Chest** – administered by North Cornwall District Council the fund provides grants of between £100 and £2,000 for community based projects in North Cornwall that have a total cost of not more than £5,000. Eligible projects include setting up a parish newsletter, purchase of equipment and special improvements to a community centre. *Contact 01208 265624 www.ncdc.gov.uk*
- **UK Villages Community Kitty** – provides grants of between £50 and £500 to a range of community based projects. The fund has awarded grants for projects ranging from a knitting circle to playgroup needing toys, sports equipment and village hall and playing fields committees. Next closing date is 4th April 2007. *Contact www.ukvillages.co.uk/articles.nsf/content/ukvkitty*

Sources of Useful Information

- **Co-operative Community Dividend Fund** – funding of between £100 and £5,000 for projects lead by community groups, self-help groups, voluntary groups and community charities which benefit a local community in which at least one Co-operative Group business trades. The project must meet of the following aims; improve conditions for those less fortunate, such as helping the residents of a particular housing estate or helping people who are suffering any form of ill health; provide education in the community, such as nurseries, youth centres or provide benefit to the wider community, such as environmental projects, protecting heritage sites or promoting racial harmony. *Contact 0161 827 5879, www.co-operative.co.uk/en/communityfund*
- **Awards for All** – provides grants of between £300 and £10,000 to support small scale community based projects that promote arts and education, encourage healthier living, develop local sports, support heritage initiatives and boost community activities. *Contact 0845 600 2040 www.awardsforall.org.uk*
- **Reaching Communities** – grants range between £10,000 up to £500,000 including a maximum of £50,000 for capital grants. Reaching Communities aims to bring real improvements to communities and the lives of people most in need, including those who are hard to reach, the fund will support projects that respond to the needs of communities and actively involve them. *Contact 0845 410 2030 www.biglottery.org.uk*
- **Network Development Fund** – the fund administered by The South West Foundation aims to support and help develop sustainable community and regeneration networks, which operate at local, county or regional level. Grants are between £200 and £1,000. One of the prime purposes of the network must be for Network members to learn from each other or for members to be working together to improve practice within the field that they operate and to share and disseminate that learning to the wider community. *Contact 01934 529 999, www.southwestfoundation.org.uk*

Community Planning

- **Parish Plans** – grants of up to £5,000 available to Parish or Town Councils to undertake a Parish Plan, 25% match funding required. *Contact 01209 814950*
- **Community Planning Project Grant** – up to £500 available for the development of implementation of projects linked to a parish or community plan. Projects must benefit the local community and can be no more than £3,000 in total value. *Contact 01872 270206*

Village Hall and Community Buildings

- **Village Hall and Community Centres Fund** – administered by North Cornwall District Council the fund is able to provide grant assistance of up to 30% or £10,000 whichever is the lesser, for village hall improvement and development projects, there is the possibility of an additional interest-free loan up to £10,000 for large schemes. *Contact 01208 265624 www.ncdc.gov.uk.*
- **Community Buildings Feasibility Grant** – administered by North Cornwall District Council the fund can provide a grant of up to £300 to secure professional help (e.g.

Sources of Useful Information

architect, surveyor) required to support the development of Big Lottery 'Community Buildings' stage one applications. *Contact 01208 265709 www.ncdc.gov.uk*

- **Community Buildings** – administered by the Big Lottery, provides capital support for improvements to community buildings that offer a wide range of services and activities to local people. Grants range between £50,001 and £500,000. Two stage application process deadline for first stage applications 30th April 2007. *Contact 0845 410 2030 www.biglottery.org.uk or contact CRCC's Community Buildings Officer – 01872 273952*
- **CRCC Village Hall Loans Fund** – up to £3,000 interest free loans available to village halls, repayable over 3 years. *Contact 01872 273952.*

Environmental Projects and Renewable Technologies

- **County Environmental Trust** – funding of up to £25,000 available towards land reclamation, reduction of pollution, pilot waste management and research projects, public amenities such as parks and village halls and restoration of historic buildings. *Contact 01208 265934*
- **DTI Low Carbon Buildings Programme** – community organisations can apply for up to 50% of the cost of buying and installing micro generation technology up to a maximum of £30,000. Micro generation technologies eligible include solar photovoltaics, small hydro, solar thermal hot water, ground/water/air source heat pumps, bio-energy, renewable chp, microchip and fuel cells. *Contact 0800 915 0990, www.lowcarbonbuildings.org.uk or contact Community Energy Plus for details.*
- **Silvanus Trust** – funding or up to £250 per site for tree planting. *Contact 01579 372100*

Support for Young People

- **Local Network Fund** – administered by Cornwall Community Foundation. Grants from £250 to £7,000 to enable communities to develop projects and activities for children and young people with limited opportunities or access to services that many young people take for granted. *Contact 01566 779440.*
- **BBC Children in Need** – support for disadvantaged children aged 18 or under. Closing date either 30th March or 30th November. *Contact 020 85767788 www.bbc.co.uk/pudsey*
- **Cornwall Playing Fields Association** – grants of up to £500 towards playing fields and playground equipment. *For further information contact the CRCC on 01726 821945*

Support for Older People

- **Benefiting Older People** - administered by Cornwall Community Foundation. Grants from £250 to £500 for projects that improve the quality of life of older people, specifically increasing access to services, helping to regain confidence & self esteem

and encouraging older people to participate in activities which bring communities together. *Contact 01566 779440.*

- **Age Concern** – small grants of up to £200 available to clubs for older people for new equipment or activities. Applications can be made at any time. *Contact 020 8765 7738 www.ace.org.uk*

Support for people who are disadvantaged within the community

- **Pirate Trust** – supports projects that address the needs of those who are disadvantaged in society in one way or another. *Contact 01209 314480*
- **Tesco Charity Trust** – Community Award Scheme – supports community projects whose core work supports the welfare of children, elderly people and people with disabilities which are based in areas where Tesco has stores. Grants range from between £1,500 - £5,000. Applications should be made in writing before January 31st for children's projects and before 30th June for elderly people and people with disabilities. *Contact 01992 646768*

Heritage Projects

- **Cornwall Historic Churches Trust** – supports the restoration and essential maintenance of Cornish Churches and Chapels, especially those of architectural and historic importance. All Cornish Churches and Chapels are eligible to apply. *Contact 01326 2900354*
- **Your Heritage** – administered by the Heritage Lottery Fund. Grants of between £5,000 and £50,000 are available to support community focused heritage projects. To qualify for a grant projects should conserve and enhance heritage or encourage communities to identify, look after and celebrate their heritage, as well as ensuring that everyone can learn about, have access to and enjoy their heritage. *Contact 01392 223950 www.hlf.org.uk*
- **Young Roots** – administered by Heritage Lottery Fund, the fund aims to encourage young people, aged 13-20 year olds celebrate their heritage by getting involved in understanding, protecting and enjoying their heritage. Grants range from £5,000 - £25,000.

Community Transport

- **East Cornwall Rural Transport Partnership** – grants of up to £500 available to small locally based transport initiatives to pilot new services, advertise existing provision and to help research into the needs of an area. *Contact 01208 265693.*

Community Owned Shops

- **Village Core Programme** – mix of grant and loan funding for new community owned shops in rural communities of not less than 200 residents. Up to £40,000 is available per shop. *Contact 01993 810849 www.virsa.org*

Sports

- **North Cornwall Sport and Recreation Council** – administered by North Cornwall District Council the fund offers grants and interest free loans through the Sports Council to local voluntary organisations who provide sports and recreational facilities and activities for the benefit of its members. Clubs must comply with the District Authority's Club Achievement Scheme before becoming eligible for membership to the Association. *Contact 01208 893353*
- **Sport Relief Grants** – administered by Cornwall Community Foundation Sport Relief aims to support projects that use sport and exercise to strengthen communities and provide opportunities for people who are excluded or disadvantaged. *Grants from £250 to £5,000. Contact 01566 779440.*

Charity Commission - The Charity Commission is established by law as the regulator and registrar for charities in England and Wales. Their aim is to provide the best possible regulation of charities in England and Wales in order to increase charities' effectiveness and public confidence and trust. www.charity-commission.gov.uk T: 0845 3000218

- **Operational Guidance**
<http://www.charitycommission.gov.uk/supportingcharities/ogs/ogexplan.asp>
Guidance on Charity Law and practice
- **Model Governing Documents**
www.charity-commission.gov.uk/registration/mgds.asp

If you wish to set up a charity, using one of the Charity Commission's model governing documents will help save time. Each of these contains the basic provisions which many charities use. Indeed, existing charities wishing to update their governing document may also find these a useful source for model provisions, with the exception of the trustee benefit clauses. The different models are:

- Charitable Companies: Model Memorandum and Articles of Association **GD1**
- Charitable Trusts: Model Trust Deed **GD2**
- Charitable Associations: Model Constitution **GD3**

Charities and VAT - HM Revenue & Customs - On the home page type "notice number 701" in the search box, then click on the top result found. This will show a list of notices with the top one relating to charities and VAT.

This notice explains what a charity is; how VAT affects charities; how a charity's income is treated for VAT purposes; and what VAT relief a charity can obtain on its purchases whether or not it is registered for VAT.

If you need general advice or more copies of Customs and Excise notices, please ring the National Advice Service on 0845 010 9000. You can call between 8.00 am and 8.00 pm, Monday to Friday. <http://customs.hmrc.gov.uk> T: 0845 010 9000

Community Group / Village Hall Insurance - Finding the most competitive insurance cover is difficult enough, but when insurers say they can't cover the Village Hall or a particular Community Group it can be a real problem.

Sources of Useful Information

The insurers below have specific policies to cover Community Projects and Village Hall charities. It is recommended that you contact as many as possible and compare policies as well as prices.

- Aon Insurance - 01737 783600
- Layton Blackham - Nia Roberts, 01938 557915
- Allied Westminster - Village Guard, 01937 845245
- Community First - Jennie Lane, 01380 722475
- Norris & Fisher - 01934 620992
- Zurich Municipal - 0345 254910

CWIC- County Wide Information Cornwall - The CWIC database contains approximately 10,000 items of community information covering all areas of Cornwall.
<http://cwic.cornwall.gov.uk>

Charity Bank – Lending to charity on affordable terms. Charity Bank can provide loan finance and advice to any organisation that is either a registered or exempt charity, as well as to community associations, voluntary organisations, community businesses, social enterprises or social landlords or even for-profit companies as long as the purpose of the loan is exclusively charitable. Our purpose is to achieve the greatest benefit we can for the organisation.
www.charitybank.org T: 01732 774040

Access-funds - This site aims to provide the latest funding information from Central Government, National Lottery, devolved governing bodies, EU and quangos. A free 7 day trial is available. www.access-funds.co.uk

GRANTnet - GRANTnet is a free to use funding search site provided by the market-leading grants database, GRANTfinder, which, since its establishment in 1985, has become the industry benchmark. <http://www.grantnet.com>

The Development Trusts Association - The aim of the Development Trusts Association (DTA) is a successful development trust in every community that wants one. There are over 350 development trusts across the UK, all community owned and led. They cultivate enterprise and build assets. They secure community prosperity - creating wealth in communities and keeping it there. The primary work of the DTA is the promotion and exchange of practitioner skills and experience. We also join with others to attract investment and support for the community enterprise movement.
www.dta.org.uk Diana Moore 01392 824266



LETS (Local Exchange Trading Schemes) - LETS (Local Exchange Trading Schemes) are about local trading (without the need for money or credit), using **human** capital. LETS are open to all, and all kinds of skills are both valued and needed. They are grassroots schemes and need no specialist skills to operate.

A group of local people get together, and compile a directory of skills & goods that they have to offer and need. This directory is then distributed amongst members and they exchange skills & goods using a local currency, often named after a local feature - "Palms" in Falmouth, "Carts" in Redruth, "Starlets" in St.Austell, "Shells" in St.Ives, "Credits" in Crediton, "Bobbins" in Manchester etc... <http://swlets.letsf.co.uk>

National Statistics - The official UK statistics site where you can view and download a wealth of economic and social data. www.ons.gov.uk



Access for All: How to make participatory processes accessible for everyone

Save the Children Fund 2001. Download from: www.savethechildren.org.uk

Community Planning Handbook - Excellent guide to participative tools. It is now available on line at www.communityplanning.net