



# T3SC Factsheet 23

## Managing a Community Building

### The Secret of Success: Three C's

**Commitment** It's hard work running a building, but the rewards are massive. Your centre can be a hub of activity at the heart of the local area – but it's a lot of effort and sometimes a thankless task so remember why your work is important and be sure to enjoy it. Make sure all your volunteers (including the management committee) feel valued and supported. Training is really important, as is an element of fun! Be honest about the amount of time individuals can give and look out for each other.

**Constitution.** Your organisation needs a firm base – your governing document and rules outlines what you can do legally and how you should be organised. Make sure you know what your rules say and revisit them for time to check you are acting lawfully and to see if they need updating. Make sure you have an appropriate form for your organisation – should you register as a charity or incorporate to protect personal liability? If you need advice or guidance in this area T3SC are able to help.

**Communication** Good communication is key to success. Internally make sure your committee and volunteers talk to each other and know what is going on. Also listen to the people who use your centre - and those who don't! Regular consultation and feedback can really help improve your services. Also tap into information resources from the outside world too and make sure you know what's going on, for example with new sources of funding and changes in the law. The T3SC newsletter and email bulletin is a good place to start with this.

### Funding

If you are aiming to construct or refurbish a building you have big challenge. It can take 2-5 years from planning to raising funds and beginning construction. It will take a lot of time and energy – and you will need to invest some cash too – so be sure there is a need for your work and plan it thoroughly.

Funders need to know a building will be well used and accessible and that you are able to manage effectively. You will need to prepare your organisation for the responsibilities of buying or leasing a building and you will need to develop a funding strategy and business plan. T3SC can help.

You may wish to find funding for specific projects (or chunks of work) for example improving disabled access or equipping a community kitchen. These smaller amounts are often easier to find. Local companies may also be a source of sponsorship. Gifts in Kind such as goods or volunteer time can also be useful.

Below are a few sources of grants for community buildings. T3SC have details of many more so please do get in touch. We can help you find the right funder and put together a high quality application that will maximise your chance of success.

- Awards for All - [www.awardsforall.org.uk](http://www.awardsforall.org.uk) tel 0845 600 20 40  
Grants of £300 - £10,000 for increasing community participation and improving access.
- The Big Lottery Fund - [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) tel 0845 4 10 20 30  
Various grant programmes, some of them very competitive but they fund a wide range of projects for up to five years.
- Garfield Weston Foundation - [www.garfieldweston.org](http://www.garfieldweston.org) tel 020 7399 6565  
A large foundation funding capital costs and a wide range of community activity
- The Tudor Trust - [www.tudortrust.org.uk](http://www.tudortrust.org.uk) tel 020 7727 8522  
They are interested in strengthening communities and support groups making a difference
- The Co-operative Foundation - [www.co-operative.co.uk/en/foundation/](http://www.co-operative.co.uk/en/foundation/) **01706 20203**  
They support local groups who promote self-help, equality, democracy, concern for the community.

You will need to ensure your project is sustainable in the long term and you will probably not want to rely solely on grants. Trading or entering into contracts can be useful sources of income, for example renting out rooms or providing catering services. T3SC can help you investigate the possibilities of social enterprise.

Fundraising events can be very lucrative and also help build a sense of community involvement. T3SC can help you plan your own DIY fundraising events and make sure they are widely publicised.

## Useful Resources

Managing a community building brings wide ranging responsibilities. This page outlines useful contacts and information resources. **If the subject you need help on isn't included below, or for more support please contact The Support and Development Team at T3SC**

### General Information and Support

- **Community Hubs A** Greater Manchester wide project enabling communities to develop the places of energy and activity that generate social capital. Includes a projects dedicated to Resource Procurement and Best Practice in Community Design [www.gmcvo.org/hubs](http://www.gmcvo.org/hubs) tel 0161 277 1040
- **Community Matters** is a national federation of community buildings. They publish factsheets, a handbook and the very useful *Managing your Community Building* by Peter Hudson Their information line is on 08707 272 373 or see [www.communitymatters.org.uk](http://www.communitymatters.org.uk)
- **NCVO** (National Council for Voluntary Organisations) Ring their free help desk on 0800 2 798 798 or see [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk) for lots of information and resources on policy matters, national issues and news and a sustainable funding project
- **VCT (Volunteer Centre Tameside)** VCT Recruit, match and support volunteers and provide information on best practice in volunteer management [www.tamesidevb.org.uk](http://www.tamesidevb.org.uk) tel 0161 339 2345
- **Business in the Community** offer a range of services helping businesses support local groups [www.bitc.org.uk](http://www.bitc.org.uk) tel 0161 233 7750 and may be able to find you free professional help.

### Planning, Design and Legal Issues

- **Planning Aid** information and advice on planning law, publications and procedures [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) tel 0161 969 3672
- **RIBA –The Royal Institute for British Architects** [www.architecture.com](http://www.architecture.com) tel 0151 703 0107
- **Glass House Community Led Design** advice and training for groups involved in regeneration [www.theglasshouse.org.uk](http://www.theglasshouse.org.uk) tel 020 7253 3334
- **Law Works for Community Groups** free business law advice (when a court case or tribunal is not needed) [www.probonogroup.org.uk](http://www.probonogroup.org.uk) tel 020 7929 5601
- **The Charity Commission** offers legal and best practice information and services for charities. [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) tel 0845 3000 218

### Key Issues

- **Training** T3SC offer bespoke training to meet local groups needs and also have details of other providers. GMCVO have an online database at [www.gmcvo.org.uk/?q=events](http://www.gmcvo.org.uk/?q=events)
- **Bookkeeping and financial management** Community Accountancy Service [www.c-a-s.org.uk](http://www.c-a-s.org.uk) tel 0161 230 1429
- **Insurance** is very important; building insurance is a legal requirement and you need to ensure you have public liability cover as well. Please contact T3SC for our insurance factsheet or download from [www.t3sc.org](http://www.t3sc.org)
- **Licenses for alcohol, gaming, bingo, street collections etc** TMBC Licensing department [www.tameside.gov.uk/licensing](http://www.tameside.gov.uk/licensing) 0161 301 3021
- **Publicity and PR** T3SC can help you write press releases and give you up to date contacts for the local press and community radio.
- **Employing and managing staff in a voluntary group** [www.ukworkforcehub.org.uk](http://www.ukworkforcehub.org.uk)
- **Rates** 0161 342 2045 [www.tameside.gov.uk/rates](http://www.tameside.gov.uk/rates) There is tax relief for community buildings
- **Tax** [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) Inland Revenue Charity pages for information on tax etc
- **Health and safety** Health and Safety Executive infoline 0845 345 0055 [www.hse.gov.uk](http://www.hse.gov.uk)
- **Food hygiene** Food Standards Agency have lots of information [www.food.gov.uk](http://www.food.gov.uk)
- **I.T and computers** for resources and information about IT and computers in accessible language [www.ictHub.org.uk](http://www.ictHub.org.uk)
- **Disabled access** Manchester Disabled Peoples Access Group [www.mdpag.org.uk](http://www.mdpag.org.uk) tel 0161 273 5033
- **Environmental sustainability** Every Action Counts [www.everyactioncounts.org.uk](http://www.everyactioncounts.org.uk)
- **Diversity and equal opportunities** Tameside Racial Equality Council offer training, information and advice on all kinds of diversity issues. [www.tameside-rec.org.uk/](http://www.tameside-rec.org.uk/) tel 343 3399
- **Networking** with other groups. T3SC can provide contact details for local networks which help get your voice heard or see [networkingnewsletter.org.uk](http://networkingnewsletter.org.uk) for Greater Manchester listings

**for more info please contact T3SC**  
**tel 0161 339 4985 email [info@t3sc.org](mailto:info@t3sc.org)**