

A Toolkit for Community Groups

Produced by Leicester Ageing Together



Leicester
Ageing
Together

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About LAT

The Leicester Ageing Together partnership ran from October 2015 to March 2022. It worked across 6 wards on the east of the city, working to reduce isolation and loneliness amongst older people in Leicester. reached over 6,000 older people as part of the National Lottery Community Fund's Ageing Better programme.

The national Ageing Better programme sought to develop creative ways to actively involve older people in their local communities, helping to prevent and reduce social isolation and loneliness. It was one of five major programmes set up by The National Lottery Community Fund to test and learn from new approaches to designing services which aim to make people's lives healthier and happier.

Working in partnership with older people, the City Council and Health organisations, the early years of our programme supported the delivery of 23 individual projects that, over the course of five years, were run by 17 voluntary sector delivery partners - a mix of small community organisations and larger specialist organisations, co-ordinated by Vista, the local sight-loss charity.

In the final years of Leicester Ageing Together, during which Leicester was particularly badly hit by the affects of the coronavirus pandemic, our Community Connector team used Asset Based Community Development (ABCD) to work closely within communities to support them to identify their own strengths and ways to improve the lives of everyone around them. We can continue to see the impact this work has had at both an individual and community level. This toolkit was developed by the community connector team and is a legacy of their work.



Check out our **Virtual Community Centre** to access exciting activities and classes online!
ViCC - Home

Introduction

Welcome to our 'Toolkit for Community Groups'

Why a Community Toolkit?

The Community Connector Team, working within Leicester Ageing Together (LAT), was part of a Lottery funded Ageing Better programme in different cities across the UK. The Community Connector Team was part of the LAT programme and have, over the past 4 years, worked in partnership with individuals, groups, voluntary & statutory organisations in various communities across Leicester City with the aim to reduce social isolation and loneliness for people over 50+.

Our roles, within the LAT programme, aimed to support communities to support themselves as they are the 'stakeholders' and best placed to identify what is needed in their local area so they can make it a more positive place to live and work.

The idea of this 'Practical Toolkit' is to pass on some of the Connector Team's Community Development knowledge. We hope that it will be a useful 'tool' to aid and empower local individuals, groups or partners who want to develop ideas into reality and establish services and activities that have been identified by the community for the community.

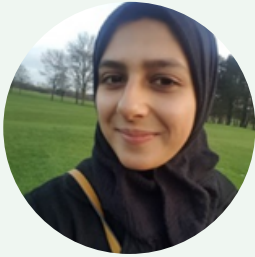
The communities we live in build and shape us and it is important we try to create happy and thriving communities to live and work in. The recent Pandemic has highlighted power of 'community' as many people came together and supported each other, at a time when many needed that extra help and support.

So, Who are the Community Connectors?

The Community Connector Team is a group of passionate individuals with a wealth of skills and knowledge in the field of Community Development.

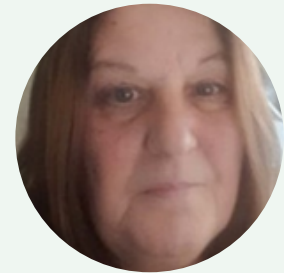
This 'Toolkit' has been designed and written by the team as our legacy and we hope you find this a valuable resource that you can use often during your journeys as 'Active Citizens' with the aim to develop and create vibrant & thriving communities.

Meet the Community Connector Team & Authors of this Community Toolkit Resource



My name is Aamenah, and I am the community connector for Evington and North Evington. I have enjoyed working in this field and seeing the difference our work makes to local communities and neighbourhoods. My best moments working for LAT have been chatting to people on buses, setting up coffee mornings and walks, and the gardening project on Melbourne Street. I hope this toolkit empowers you to bring change to your local community!

My name is Tracey and I have over 6 years of Community Development experience and my main passion is for supporting communities to develop their growing knowledge. I have been lucky and got to work with some fab people establishing growing projects in their community. I have worked for Leicester Ageing Together in the Thurnby Lodge area for over 2 years and have really enjoyed working with some great individuals.



Hello and Namaste from Bharti Mistry, Community Connector. I have been working in the Belgrave area of Leicester. Pre Covid, we set up Tuesday Wellness Class with 50 - 70 people attending the weekly sessions. From April 2019 we started using Zoom to connect with people and groups, an enormous success so please do keep an eye out on our website <https://www.leicesteraeingtogether.org.uk> for the launch of the Virtual Community Centre (ViCC) in April/May 2022.

My name is Anna, I enjoyed working as a Community Connector in Thurnby Lodge. I am proud of the Close Encounters project which brought neighbours together and can continue without the need for funding or paid workers. It was great to work with all those local residents who were interested in the opportunities and resources or encouragement and support that we had to offer. So many of them have gone on to inspire confidence in others, and make new connections and projects that are still benefiting the neighbourhood.

Keep on connecting!



My name is Debbie, I worked as a Coordinator for the wider Community Connector team as well as being a Community Connector practitioner. I primarily worked across the areas of Thurnby Lodge & Evington. I am so very proud to have been part of this innovative team and to have been given the opportunity to work with some amazingly creative and inspiring people and partners across all LAT communities. I have enjoyed helping local people shape the design of new and sustainable activities and services that were inspired by the community for the community.



Setting up a Community Group/Activity

Aim of factsheet:

It is important, if individuals see a need in their community, they have the confidence to set up a group or activity that would meet that need wherever possible.

Why set up your own group?

- Local people, living in a community or have a community of interest, are best placed to identify what services are needed in their locality. Tapping into local skills and knowledge has a proven track record for developing amazing services that meet the real needs of communities that would not necessarily be addressed by statutory services.
- Starting with a new group or activity that is developed at a 'grass roots' level has proven to be more successful to setting up new local groups and activities as they are created by the the dedication of local people and designed to be more sustainable than short-term or 'temporary' funded activities.
- People who live in communities have a better understanding of what is needed to improve the lives of local people. Creating an activity/service, that addresses gaps in service provision, can help connect people who have similar interests, design a service and activity that is best placed to address need and take ownership in the development of relevant local services that has greater benefits for the community.



How to do it?

- You have mapped your community and have identified a gap in services, so the next step is to find out if anyone else feels similar to you for the need to develop a local service and activity to fill the gap you have identified or add their own observations to take into consideration.
- You can do this by standing outside of local community buildings such as community centres/shops, e.g. developing a bumping space and ask people what they think of the issue you have identified.
- You can go into local buildings/shops and ask staff to do a bit of research for you by leaving a leaflet or questionnaire that they can ask people to fill in on your behalf.
- The main thing is that you need to do a bit of research and find like-minded people who may support you in forming a committee or an interest group, that can identify ways of external funding opportunities that will support the setup of a new group or activity.

Next Steps:

- So, after your research period you have identified who your support network, committee or partners and the need for your group and activity. At this stage, it would be helpful to seek out your local councillor, share with them your findings and find out whether there is any local funding to support you. Or, ask them to support the group, as it will benefit their constituency.
- It is always good practice to set your group up as a constituted group and open a bank account for the group. Details on how to do this will be in this handbook (pages 11-17). Setting yourself up as a constituted group will enable your group to apply to funding outside of your community for future projects from different funding sources. Becoming a constituted group is, usually, a basic requirement for a group when approaching new funding streams.

- To deliver your group, it is good practice to write an Action plan, for delivery and setting out how you will practically develop the group's aims. You will need to identify a venue and a time slot for your activity, room hire charges will need to be figured into your costings. However, if you have built up local partnerships you may be able have a room for free or at a reduced cost dependent upon your partnership support. If you have a local café (activity dependent) they may let you host your activity at their venue if you are buying their produce?
- When you have a delivery plan in place the next step is to produce some flyers advertising your new group/activity. These can be distributed across the community via local display boards, in shops, schools, doctor's surgeries and other buildings in your community as well as through any partners you have.

Points to Remember (Identified through lived experiences):

- *Seek out & Identify your champions, those who will support your idea when you do your mapping.*
- *Be transparent with the roles and responsibilities expected from individuals when forming your committee. It will need commitment, time and dedication to set it up and run it initially.*
- *Opening Bank accounts can be frustrating, please persevere and take some advice from our fact pages outlined in this Toolkit.*
- *Concentrate on building your partnerships, it is surprising how far you can go forward, when you have them on board. Sell them your idea, tell them how you identified the need and how they can support its development.*
- *Write your Action/Delivery Plan first. It keeps you on track and the process real. Be flexible in your approach as you will find different scenarios will crop up you need to be able to adapt your approach where necessary.*
- *Finally, aim to get your group or activity self-sustaining. This maybe through asking for a membership fee, weekly subscription/admission to your group or activity. This will help you out in the future as you will not be 100% reliant on external funders for consistent support.*

Choosing a New Project/Activity

Project/Activity Name?

Any Partners Identified?

What needs will this project/activity meet:

What is its name?	
Who would be involved?	
When does the project start?	
When does the project finish?	
Where will it take place?	
Why should we do it?	
Where or who sourced the project activity idea? Existing group/individual	
What benefit/improvement will it bring?	

Is it for us?

How does it address need? E.g. Reducing social isolation?	
How does it fit in with our values?	
Is it already being done elsewhere (e.g. by another organisation we could link up with?)	
Have we got the manpower to take it forward?	
Can it be made accessible to all?	

Will it work?

What is the type of evidence that will need to be collected for our funders? (if any) E.g. Numbers, stories?	
Who are we supporting? E.g. People over 50?	
Do we have volunteers to help, develop and run the project/activity?	
Would it help to involve other partners?	

Evaluation

What would success look like?	
How can we measure our success?	
What data collection systems will need to be put in place?	
If working with other organisations what agreements will be made to share their findings with us or help our evidence?	

Funding

Does it require funding?	
Where would you apply for funding for this project?	
Who will work with CC to put in funding bids for this project?	

Next Steps

What?	Actioned by?

Completed by:-----

Date:-----

Constituted Groups: Things to Think About!

Why you may consider becoming a constituted group?

Becoming a constituted is good for:

- Establishing a more 'formal' committee structure that sets out the aims and objectives of your group.
- Holds more accountability than a small activity group as it has members such as a Chair, Treasurer, Secretary and that you, as a group, have a wider vision on how you want to support your community.
- Highlights to future funders that the group adhere to obligations as set out in your constitution. They may see you as an authority in your field through being a committed group constituted group and may have a better chance in obtaining larger pots of funding for your group.
- Becoming a constituted group (if it suits your aims) will also support your group to obtain a Bank Account that will be needed for the group to set up to manage financial transactions.
- Writing up a constitution will help your members be clear on the structure of the group is, its purpose and its aims.

Good Practice - What your group should aim to have in place:

- *A completed Constitution Document (template in this magazine)*
- *A Committee including a Chair, Treasurer & Secretary who will commit to this role for at least 12 to 18 months.*
- *A Bank Account*
- *An accounting system in place to track all transactions.*

Annual General Meetings (AGM)

- AGMs are scheduled as a yearly Annual General Meeting (AGM) in advance that will inform your members/partners on the progress of your group or activity.
- All stakeholders, or the individuals/members, you are benefitting with your group, should be invited to the AGM every year.
- AGMs give the 'Committee Members' the opportunity to be transparent and report back to their 'stakeholders' on what the Committee has done over the past 12 months through providing annual summary reports around work done, people benefitted and finances.
- AGMs are also democratic platforms for people to show an interest in becoming a Committee member or a regular member of your group or for giving new people the opportunity to be voted in as a Chair, Treasurer or Secretary if applicable.
- AGMs should also have a Financial Statement for the 12/18 month period that can be shared out to 'stakeholders'

For Further details about becoming a constituted group and all things community-related, visit [Search for tools, tips and ideas - MyCommunity](#).

Example of a Constitution Document

NAME

The name of the organisation shall be

AIMS

The aims of the group shall be to:

(Set out the aims & objectives of your group's intentions here!)

POWERS

To further these aims themanagement team shall have power to:

- Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.*
- Associate with local authorities, voluntary organisations and the residents of and the surrounding area in a common effort to carry out the aims of the group.*
- Do all such lawful things as will further the aims of the group.*

MEMBERSHIP

- Voting membership shall be open to any paying participant over 50 who supports the aims of the group*
- The Management Team shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the Management Team before a final decision is made and a written record of the decision and discussions made. Such action would be based upon a member acting against the aims of the café in such a way to significantly disrupt other café members or acting in a way that was harmful and dangerous to themselves or other café members or damaging to the café venue. Individuals acting in this manner can be asked to leave a session.*

MANAGEMENT

- *.....Management Team elected annually at the Annual General Meeting (AGM) shall manage the Group.*
- *As an unincorporated association, the management team shall consist of a chair, secretary, treasurer, and up to 7 other voting members.*
- *The management team may co-opt up to a further 4 voting members who shall resign at the next Annual General Meeting.*
- *The committee shall meet at least 6 times each year.*
- *At least 3 management team members including the Chair must be present at a management team meeting to be able to make decisions.*
- *A proper record of all transactions and meetings shall be kept.*

GENERAL MEETINGS

- *An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.*
- *Notices (date, location, venue, timings, agenda) of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.*
- *A Special General Meeting may be called at any time at the request of the management team or not less than one quarter of the membership (equating to at least 5 café members based on average attendance). A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.*
- *One third of membership (at least 6 members) plus four Management Team members including the chair being present, shall enable a General Meeting to take place.*

- *Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.*

ACCOUNTS

- *The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.*
- *The funds belonging to the group shall be applied only to further the aims of the group.*
- *A current record of all income, funding and expenditure will be kept.*

DISSOLUTION

- *The may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.*
- *If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organization (s) having aims like the Group or some other charitable purpose(s) as the Group may decide.*

Signed by Chair..... Date.....

Signed by Secretary..... Date.....

Signed by Treasurer..... Date.....



Setting up a Bank Account

Community groups often receive donations and fees from their members as well as funding to support their development and running costs. It is important for community groups to have a bank account in their name in order to maintain transparency and keep track of expenditure. More importantly, it prevents group monies getting mixed up with personal funds.

How to go about it:

- Most banks will refer to community or voluntary groups as clubs or societies.
- You will need to provide proof of your 'not for private profit group' and your constitution, and sometimes a copy of the minutes from your latest group meeting
- Ensure you have two people to authorize a withdrawal of cash, usually a Chair & Treasurer and to sign any cheques.
- Its best practice that your signatories have a good credit rating, and if they are not already registered with the same bank, they will need to bring in a form of identification and proof of address
- Ensure you find a bank which is accessible and convenient for you to access to pay money in. Ensure it has all the banking options you need available, such as BACS transfer facilities, cheque book, Internet banking, debit card, etc.
- These accounts are available for community groups: Natwest Community Account, Santander Treasurer's Current Account, Lloyds Bank Treasurer's Account, amongst many others.



Tips for managing your money:

- Assign someone from your group to be a treasurer who will manage the group's cash and accounts on a day-to-day basis
- Good record keeping: If you have applied for funding, you will usually have to provide evidence of your purchases. Ensure you keep record of all the cash spent, keeping all receipts and records of any invoices received or sent out by the group.
- No secrets! All members of the group have the right to know where the money is being spent see (AGM).
- Always make sure the assigned treasurer of the group knows if you are spending any of the money and create an income and outgoing record of spend.
- Have a financial report ready for each Committee meeting and collated at the end of the year for your records, in case there is an audit inspection or for your AGM.

Further resources:

[Bank accounts for community groups | Resource Centre](https://smallbusinessprices.co.uk/charity-bank-accounts/)
<https://smallbusinessprices.co.uk/charity-bank-accounts/>

[Budgeting and financial planning | Resource Centre](#)

Public Liability Insurance

What is Public liability insurance?

Public liability insurance covers the cost of claims made by members of the public for incidents that happen in connection with your activities. Public liability insurance covers the cost of compensation for: personal injuries. loss of or damage to property.

Do I need it?

Maybe! You need to check. Some organisations require you to have your own public liability insurance if you are hiring a room in their building. Others have their own public liability insurance which covers groups while they are using their building.

Some activity leaders (e.g. yoga instructors) have their own insurance which covers them in different buildings.

If your group is applying for funding you may be required to have public liability insurance.

How do I get it?

Some insurance companies have specialist policies designed for voluntary and community groups. There are many to choose from and we can't make recommendations.

<https://www.resourcecentre.org.uk/information/public-liability/>

Generating Income for your Group

A good place to start:

To find out about different types of funding opportunities it would be beneficial for a group/individual to sign up to Voluntary Action Leicester.

Why?

VAL's Voluntary Sector Support team can provide you with advice and support if you are a charity or a community group in Leicester and Leicestershire around all sorts of topics such as setting up a committee to finding appropriate funding.

By signing up to VAL via an email address you will receive bulletin alerts on different types of funding or training opportunities that your group or project maybe interested in.

Website - <https://valonline.org.uk/>

Furthermore, volunteering hours accumulated from community group activities are important to funders and can be used in many funding bids as a group's contribution toward funding. This process is more commonly known as 'matched or in kind' contributions.

General Funding opportunities:

Local Ward Funding:

Where you live is known, in Leicester City, as a Ward. In the county they could be known as a borough or parish.

Each Leicester city ward receives an amount of money per financial year to spend on ward-related matters that could help improve the area you live in.

The application form for ward-funded projects or activities are quite straight-forward and will need to be completed online.

There is support to help you with your application through Leicester City Council workers and advice sessions. If you use or click on the web link below it will take you to the appropriate site.

Ward Funding Website link:

[Ward community funding \(leicester.gov.uk\)](https://www.leicester.gov.uk/ward-funding/)

Ward funding Guidance notes link:

[Guide to Ward Community Funding \(leicester.gov.uk\)](https://www.leicester.gov.uk/ward-funding/guidance/)

National Lottery - Awards for All funding:

This may not be for everyone. This is a fund that is supported through people buying lottery tickets and the some of the income generated from this goes back into UK projects to improve communities and services.

National Lottery Awards for All offers funding from £300 to £10,000 to support what matters to people and communities. They can fund organisations with great project ideas that:

- Shape the places and spaces that matter to communities
- Bring more people together and build strong relationships in and across communities
- Enable more people to fulfil their potential by working to address issues at the earliest possible stage

How:

Just like ward funding, you must go through an online application form. Please see weblink below to get further details. You will need to set up an account engage in the application process.

After submitting your application, it could take up to 18 weeks for Awards for All to give you a decision on your application. It will also be around a further two weeks to pay the grant to the group if you're successful.

Website Link:

<https://www.tnlcommunityfund.org.uk/funding/under10k>

Further advice:

It would be good practice if:

Your group becomes a constituted group and have your own bank account. This is usually the requirement for most types of funding streams and many pots of money available to communities. Funders usually make this a part of the funding criteria to apply for any funding.

Local Authority Ward funding does set out, as a requirement, that a community group applying for funding must be working towards or already are a constituted group.

You can get support from VAL if you want to know how to set up as a Constituted Group.

Fundraising

Some fundraising ideas:

- Walks, car-washes, litter picking
- Ask local businesses to sponsor an event.
- Sell locally homemade cakes, jams and chutneys.
- Host an event to raise funds:
- Coffee Mornings, Bric & Brac Sale, Face-painting, Arts
- Having a Tombola at an event or group activity is also a great income generator.

Here a list of organisations which have funding opportunities:

- The Soil Association: For intergenerational cooking projects

[Small Grants | Food for Life Get Togethers \(fflgettogethers.org\)](#)

- Biffa: Grants to repair and improve community buildings

[Community Buildings - Biffa Award \(biffa-award.org\)](#)

- Asda Foundation: Supports community projects

[Foundation Grants | Asda Foundation](#)

- Sports England: Supports getting people into sports

[Our funds | Sport England](#)

- Tesco Bags of Help: Supports community projects

[Tesco Community Grants](#)

Running a Community Event

Aim of factsheet:

To provide a simple guide on how to run an event in your local community. Often, we overlook small but significant things which can lead to the success or failure of an event. This section aims to provide you with a set of questions to consider when planning your next event.

Why run a community event?

Community events are a great way to bring people from different walks of life together, to celebrate a cause, raise awareness about something important, or just a chance to have fun!

How do you do it?

Establish the basics:

- What is the aim of your event? Are you trying to raise awareness about a cause, fundraising for a charity or showcasing local businesses and talents?
- **Date:** Set a date for the event- if it is outdoors, take the season and weather into consideration
- **Time:** Arrange a time for your event- will your target audience be free between these times to come to your event?
- **Venue:** Have you identified a suitable venue for your event? Is it accessible/wheel chair friendly, and how are the parking arrangements? It is wheelchair and disability friendly? What is the maximum capacity for the room you are hiring? What is included in the cost e.g. Public Liability Insurance?
- **Budget:** Set your budget. Calculate all the expected costs of your event including, for example: venue hire, food, entertainment, marketing, décor. To keep a clear track of your budget and expenditure, you can use an excel spreadsheet

Having free refreshments is never a bad idea. You can have tea, coffee, sugar and milk on table with a box for donations. To cut down on plastic waste, you can have paper or bamboo cutlery, or ask people to bring their own mugs. Make sure to have a list of ingredients and allergens too!

Find your volunteers:

- Hold a meeting and give volunteers a briefing of what the aim of the event is and what their roles are on the day.
- Ensure volunteers know what is expected of them and are fully trained to do certain jobs, like making or handling food. Use the strengths & skills of your volunteers to make the event a success.
- Don't be a dictator! Listen to the ideas and opinions of all your volunteers and handle any concerns they may have properly with thought and consideration.
- Acknowledge the hard work your volunteers have put into the event, even with a small thank you or certificate
- Make sure, if you have been externally funded for the event, you have built in a feedback process to see how it has benefitted those attending. Did it achieve its aim?



Health & Safety

- It's important to run a risk assessment and keeping a health and safety checklist to prevent any accidents or injuries.
- Depending on the scale of your event, ensure someone is a trained first aider.

What is a risk assessment and why are they important?

- A risk assessment is a list of all the dangers people may face at your event, at a certain venue or whilst using equipment
- It doesn't have to be complicated. You just need to be aware of what is happening at your event
- Ask yourself- what could go wrong? What is in place to prevent this from happening?
- Having a written risk assessment shows you have put consideration and thought into the health and safety of your event

Marketing & Promotion:

How are you going to promote your event amongst your community?

Consider the following:

- Leaflets and flyers to be posted and distributed amongst local businesses, community centres and places of worship. Funding may be able to cover the printing and delivery costs.
- Social media: post information on Facebook, Instagram, twitter
- Publishing your event in the local newsletter
- WhatsApp and word-of-mouth is also very effective!
- Social media- take photos on the day, ensuring you have received consent from attendees. Photos can be used on social media to promote future events.



Dos and Donts for your event flyer

DOs	DONTs
Use clear fonts which can be read easily like Calibri, Arial, Century and Georgia	Use fonts which are difficult to read like Curlz, Algerian and Gigi
Make the date, address and time clear to read	Use bright colours which are difficult to read, like a bright shade of yellow
Make sure it can be read from a distance	Use images on your poster without permission
Make it eye-catching, to grab attention. For example, a catchy slogan, or fun picture	Make your poster too plain
Leave a contact number or email for any enquiries	Clutter the poster with too much information and pictures
On the day, attract attention by sticking up banners, balloons or bunting around the venue	Advertise too many months in advance, people tend to forget!

Next steps:

- Provide attendees with feedback forms for future improvements
- Return the venue to how it was, ensuring all mess has been cleared up
- Complete an evaluation of the event, and take time to reflect
- Keep track of all purchases with proof if you have used funding for this event, and complete an evaluation if required
- Thank all your volunteers who have helped out with the event.
- Celebrate your success!

Further resources

General Guidance:

[Organising a voluntary event: a 'can do' guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Planning and organising events | Resource Centre](#)

Food & Allergens Guidance:

[Providing food at community and charity events | Food Standards Agency](#)

[Allergy UK | National Charity](#)

Health & Safety:

[A Starting Guide to Health and Safety Management for Events \(eventbrite.co.uk\)](http://eventbrite.co.uk)

Sample Risk Assessment

Hazard	What could happen?	Who could be hurt?	Actions taken to minimise risk
Varnished floor	<p>Could be slippery when wet.</p> <p>Somebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries.</p>	Staff, volunteers, centre users.	<p>Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around.</p>
Chairs and tables	<p>These can cause clutter and people could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.</p>	Staff, volunteers, centre users.	<p>Clear tables and chairs away before running physical activities such as sports.</p> <p>Ensure all centre user group leaders know how to stack tables and chairs correctly. Put up signs explaining how to stack them correctly.</p>

An Example of Running a Community Event:

Close Encounters Pop Up Café!

'Close Encounters' is a 'pop-up' style event that could be taken out to different locations in your community to help people engage with their neighbours. By identifying a shared outdoor space, or somewhere near your home, you could set up a small 'pop-up' event. It's very easy to organise, and the equipment which you'll need is available on the high street, you may have it at home, or ask to borrow resources e.g. tables etc. from a local organisation!

The equipment used included:

- A gazebo
- A cake stand
- 2 hot flasks for hot water
- Bunting



You will need to bring/buy/bake/borrow:

- Refreshments - tea, coffee, milk, sugar, water, squash, cakes and fruit. Maybe one of you likes to bake? Ensure you have labelled ingredients.
- A small table and some outdoor chairs
- Cups, spoons, napkins
- Pens and paper - useful for swapping phone numbers or sharing local info

Ideas going forward:

- You could bring local information about any groups you go to or a community newsletter if you have one. It will give you something to talk about as some people may be looking for more local activities.
- If you are worried that you will be stuck for something to talk about, you could write out a question and get feedback e.g. 'What is the best thing about where you live?' or 'What would you change?' or 'What is your favourite meal and share recipes.'
- Ask a friend or neighbour if they would like to help you plan and host the event (gazebos are tricky to put up on your own)
- Choose a day and time to have your event when you think most people will be around. You may want to avoid mealtimes, school pick up, school holidays, religious festivals. An hour and a half may be enough especially if it's cold. Arrange to borrow a small table and chairs from your neighbours or ask a local community centre or faith group.
- Put invitations through all your neighbours doors, use coloured envelopes so they stand out. You could add your contact details if you don't mind
- On the day - give yourselves plenty of time to set up. Don't be shy to knock on doors and remind people to come out.
- Some people may not want to come out of their houses - you could always deliver some cake to them and some community news on the doorstep!



Event Checklist

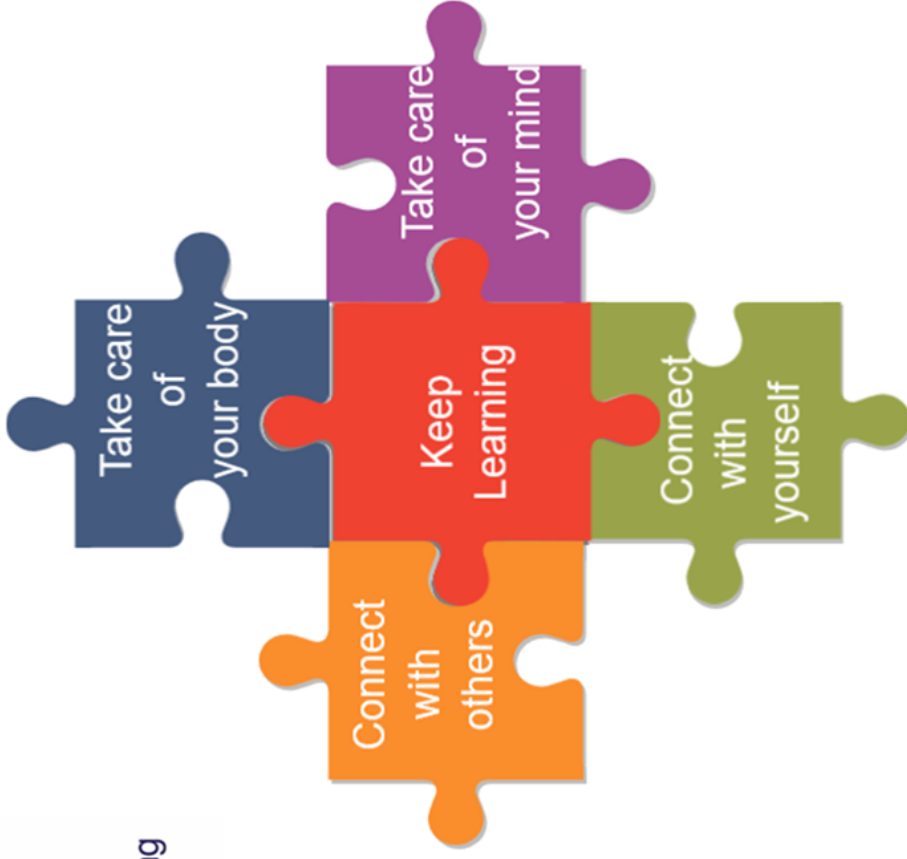
- Establish a working group that will focus on the development of an event and draw up an **action plan**.
- Its always good practice to check you have got **Public Liability Insurance**. You can check if a partner organisation, who is supporting your event, covers you?
- Make sure you have completed your **risk assessments** and physically check your chosen site/venue identified for safety before and after your event.
- Get your **marketing and publicity** read by someone else- they may spot a mistake you have missed.
- If your event is raising an income, ensure people are aware of their responsibilities for handling any money raised appropriately and take steps to give them into your Treasurer.
- Good income generators for fundraising are tombola, raffles, cakes and refreshments. If providing cakes and refreshments, please show any allergen warnings and build in safety measures in your risk assessment. You will also need a cash float at your event stalls.
- **Lift & Shift Crew** (try to get some local businesses to help you set up and close down your event)
- Contact local businesses for resources, sponsorship or donations.
- Having a **kit box** is also good (e.g. scissors/string/pens/blu tac/stapler)
- You will need a **first aid box** and an identified first aider for the duration of your event. Make sure they are at the event and are identifiable e.g. yellow vest.

- Be aware of **house-keeping rules** e.g. fire escapes/fire evacuation meeting points.
- **Photo-consent/video consent forms** will be needed in case you are taking any photos or videos of people. Let them know where you may use them e.g. on a website, in publicity or sharing them with funders for your event.
- Collect a **sign-in form** (where applicable) for safety measures. This can include people's name, postcode, house number, time in and time out of the event if it is small in scale. Again, put on a data-protection statement on the form to ensure people know why their data is being collected and how the information will be used.
- You will need lots of signage for your event that is very visual, so that people know where things are.
- **Action plans and meetings** - allocate an event treasurer who will make sure that all spend is accounted for and receipts have been collected for any spend.
- Crowd control, room hire capacity.
- Make sure you complete an **evaluation** on how people felt about the event, what they got out of it and how you could improve for the future. This will be helpful to shape future events and help your funders. E.g. Post It note feedback is short and quick to gather, you could have a board or a piece of paper on a door/wall(ask permission first) to set up an emoji feedback system under a couple of questions.





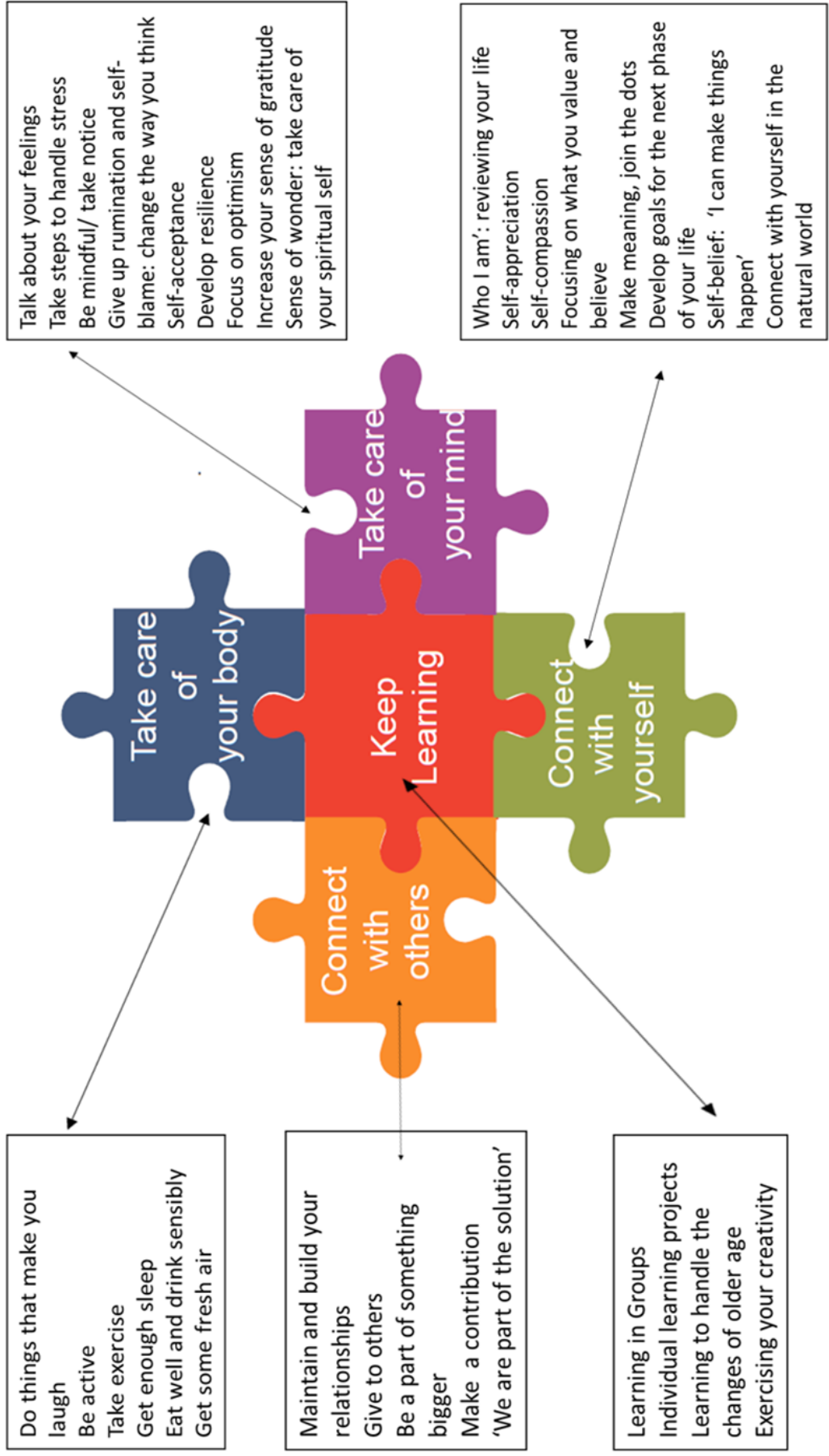
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Your family, friends & neighbours (Micro)

Faith & Community Organisations, communities, & local services (Meso)

Laws, systems, culture & Media (Macro)



Thoughtful Mapping Ideas

Overview:

To find out what is going on in your area you can use the following tools to help you 'MAP' your area:-

- Local Authority Websites e.g.

Home - Leicester City Council

Leicestershire County Council | Serving the people of Leicestershire

- Social media sites local to you e.g. Facebook 'Spotted' groups
- Your local councillor(s)
- Customer service boards in shops and supermarkets
- Display boards around the area
- Local libraries, community centres, leisure centres, faith groups, football clubs, schools and your neighbours

Mapping Processes:

It is always good, where possible, to map the area you live in. The best way to do this is through pounding the pavements/walking around your area. It's surprising what you come across e.g. buildings, posters and leaflets.

- Your local shops, churches, mosques, temples, medical services such as your local doctors and any community buildings usually hold a wealth of information about what is going on in your area.
- If you have access to a mobile phone or camera, it is good to take photographs of display boards, posters etc. that are displayed around your area. The photos you have taken will be a great reference point for further research as they usually hold contact numbers, times and dates of groups and events. It is much quicker to take a photo than to write everything down.
- Don't forget to look in those shop windows or shop counters

^{top.}
<https://www.nurtureddevelopment.org/download/abcd-booklet-for-residents/>

Handy Tips for Community Growing Projects

In Leicester, there are a wide range of local businesses and organisations who are happy to support local community garden projects either through funding, donations, free training, or advice and information.

Leicester City Council Food Plan: Leicester's Get Growing Small Grant Scheme

Part of the Food Plan is to support community food growing projects. The 'Get Growing Small Grant Scheme' allows voluntary or community groups to obtain funds to help them set up and deliver community food growing projects. For more information or to download a application form visit [Get Growing Grant Get Growing Grant \(leicester.gov.uk\)](https://www.leicester.gov.uk/get-growing-grant).

Wilko Helping Hands Scheme

Local growing groups and projects can apply to the Wilko's Helping Hands Scheme. The scheme can help towards raffle prizes, gift cards or even help by providing volunteers to a community project. To apply, fill in an application form, which you can get either from your local store or downloaded from [Wilko | Corporate | Home](#)

Co-op Community Fund

Local community projects which enable people to access food and work together to feed everyone, can apply to this fund. To request an application form, telephone 0800 023 4708 or email communityteam@co-op.uk. Further details can be found here [Co-op \(coop.co.uk\)](https://www.coop.co.uk).



The Conservation Volunteers (TCV)

TVC supports Community Food Growing Programs, It offers free training, resources, and advice to community growing projects. Telephone 0116 271 0178 or email Leicestershire@tcv.org.uk. More information can be found here [TCV | The Conservation Volunteers](#)

Local Allotment Site

Visit your local site! You will find most allotment members are more than happy to offer advice and guidance in growing fresh produce.

The Internet

There are many sites offering a wealth of information and advice on how to grow, care for, harvest and store vegetables and fruit

[RHS - Inspiring everyone to grow / R](#)

[HS Gardening](#)

[Gardening Advice and Inspiration - BBC Gardeners World](#)

[Magazine](#)



Fundraising Ideas & Practise

One of the ways to raise funds for your growing project is to hold a local fund-raising event. Not only is it great fun for the community, but also gives donors the opportunity to support a local good cause. One fund-raising idea is to sell the produce you have grown, or deliver a local workshop for paying customers to learn how to make their own chutneys and jams. Other fund-raising ideas include a raffle, cake bake sale, car-wash and quiz night, to name a few.

Healthy Soil, Healthy Vegetables

If you grow the same vegetables in the same spot year after year, pests and diseases will build up in the soil and will eventually result in failed crops. The best way to avoid this is to use a crop rotation system which will keep your soil healthy and will help you to grow healthy vegetables.

Crop Rotation - How does it work?

In a crop rotation system, vegetables are grouped together into family groups by their soil and nutritional requirements. Each group are grown in a different area of the growing space then rotated around that area each year. By using a 3 or 4 year crop rotation system ensures vegetables are moved around the growing plot methodically.

VEGETABLE FAMILIES

LEGUMES:

Peas, Broad, French & Runner Beans

ROOT:

Leeks, Onions, Garlic, Carrots, Parsnips & Beetroot

BRASSICAS:

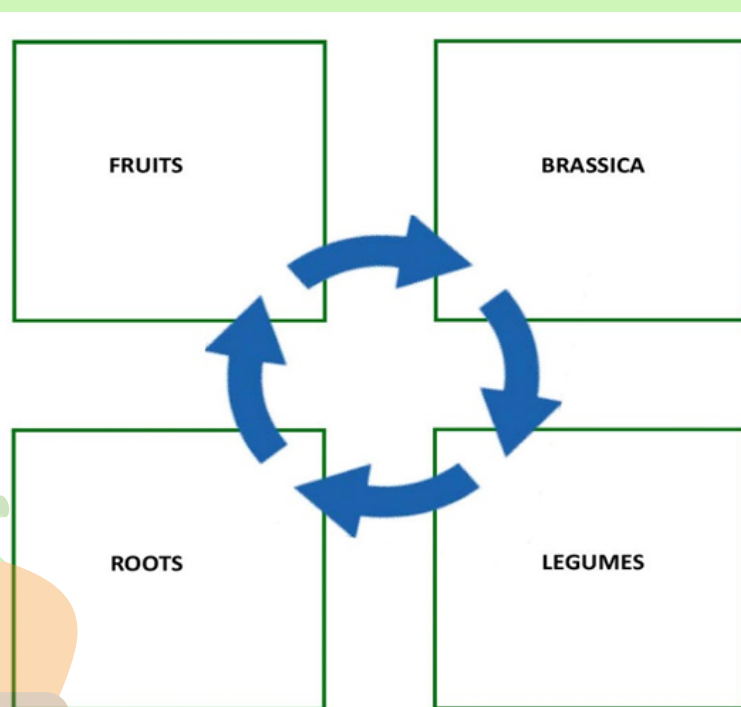
Brussel Sprouts, Kale, Cabbages, Broccoli & Cauliflowers

FRUIT:

Potatoes, Cucumbers

38 Peppers & Tomatoes

4-Year Crop Rotation Plan



Collecting & Storing Seeds from Plants

You can save vegetable seeds from your garden produce to plant the next year. When saving seeds, it is important to prevent them from rotting.

- Remove all the impurities and allow the seeds to dry out on newspaper in a warm room.
- When fully dried, the seed should be placed in paper envelopes or seed packets and stored in a dark, dry and cool place.
- Using this method, seeds will keep for a couple years.

Remember to write the name of the seed and the date it was harvested.

Tomatoes, peppers, beans and peas are a good choice for seed saving.

- **Peas/Beans:** Allow the pods to ripen on the plant until they are dry and starting to turn brown. Strip the pods from the plant and spread them out to dry indoors before shelling or you can leave the seeds in the pod until planting next year. Place the dried seeds in a paper envelope and store.
- **Tomatoes/Peppers:** Collect tomato and pepper seeds at the end of the growing season, slice the fruit in half and gently scrape the seeds on to a sheet of kitchen paper and allow to dry out. Once dried, place the kitchen paper into a paper envelope and store.



How to make Beetroot and Blackcurrant jelly chutney



You will need:

- Sterilised jam jars with lids
- Measuring jug
- Jar labels
- 1 lb of cooked sliced Beetroot
- 1 x packet of Blackcurrant Jelly
- ½ pint of malt vinegar
- ½ pint of hot water



1. Slice the cooked beetroot and place into a warm sterilised jar.



2. Make up the jelly using half a pint of boiling water.



3. Add to the jelly, half a pint of malt vinegar.



4. Pour the jelly over the beetroot and place the lid on to the jar firmly.



5. Place in the fridge over night to set.

Once set store in a cool place and use within 3 months.
Once opened store in the fridge.

For information on:

- The different methods you can use to sterilise jars, please refer to the link <https://moralfibres.co.uk/sterilise-jars/>
- How to cook beetroot, please refer to the link <https://www.deliaonline.com/ingredient/beetroot>



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List of Useful Services

Service	Contact Details/Website	Further Information
My Choice	Home Leicester City	City-wide directory of care and support services. Translation tool for most languages.
VitaMinds	Phone: 0330 094 5595 Website: NHS Mental Health - Mental Wellbeing Support Vita Health Group	NHS Wellbeing Service offering therapies for anxiety, low mood etc. Accepts self-referral or via GP. Helpline is open 8am-8pm, Monday to Friday, 9am-12.30pm on Saturday
Richmond Fellowship: Life Links	Phone: Freephone 0800 0234 5755 Email: Leicestershire.LifeLinks@RichmondFellowship.org.uk Website: Life Links Leicester - Mental Health Support in Leicester and Leicestershire (rflifelinks.co.uk)	Phoneline is staffed Mon - Fri between 9am and 5pm Support available as an individual or as part of a wider group. Support focuses on: Mental Health information Advice & Navigation Community Recovery Support Peer Support Emotional Resilience
ADHAR Project	Phone: 0116 220 0070 Email: admin.box@adharproject Website: https://www.adharproject.org	A Leicester based mental health charity for the Black, Asian and Minority Ethnic (BAME) groups. Provides advocacy, support groups, CBT and wellbeing classes

Samaritans	<p>Phone: 116 123 Website: Samaritans Every life lost to suicide is a tragedy, Here to listen</p>	<p>24 hours a day, 365 days a year “Talk to us any time you like, in your own way, and off the record - about whatever’s getting to you. You don’t have to be suicidal”.</p>
CRUSE Bereavement Helpline	<p>Phone: 0808 808 1677 Website: Home - Cruse Bereavement Support</p>	<p>Provides support following the death of someone close. The helpline is open Monday-Friday 9.30-5pm (excluding Bank Holidays) extended hours Tues, Wed & Thurs evenings, until 8pm. Freephone</p>
AGE UK Leicestershire & Rutland	<p>Phone: 0116 299 2233 Website: Age UK Leicester Shire & Rutland</p>	<p>Provides information and a range of support to older people, people with dementia and their carers.</p>
LAMP	<p>Phone: 0116 255 6286 Website: Mental Health Care and Support Leicester Lamp Advocacy</p>	<p>Has been an integral part of the mental health community in Leicester for 27 years. A mental health advocacy organization, also supports those caring for people with mental health problems.</p>
Silver Line	<p>Phone: 0800 4 70 80 90 Website: The Silver Line - The free, 24-hour confidential helpline for older people The free, 24 hour, confidential helpline for older people.</p>	<p>The Silver Line is the only free confidential helpline providing information, friendship and advice to older people, open 24 hours a day, every day of the year</p>
Sue Young Cancer Support	<p>Phone: 0116 223 0055 Website: Home - coping with cancer (sueyoungcancersupport.org.uk)</p>	<p>A free counselling service for local people affected by cancer. These sessions can take place either at Westleigh Road or the individual’s home.</p>

Mosaic	Phone: 0116 231 8720 Website: Mosaic - Leicester Disability Charity - Home (mosaic1898.co.uk).	Provides individual independent advocacy to people with physical and sensory impairments in the city. Mosaic offers free, professional counselling.
The Carers Centre	Phone: 0116 251 0999 Website: Home (claspthecarerscentre.org.uk).	City and County-based support and activities to enhance the lives of carers and their families
The Alzheimer's Society	Phone: 0116 231 6923 Website: Alzheimer's Society - United Against Dementia (alzheimers.org.uk).	Supporting those with dementia & their families. Carer information, social groups and memory cafes.
Turning Point	Phone: 0330 303 6000 Website: Leicestershire Turning Point (turning-point.co.uk).	Provides support for drug and alcohol misuse
BEAT Eating Disorders	Phone: 0808 801 0677 Website: The UK's Eating Disorder Charity - Beat (beateatingdisorders.org.uk).	Provides support for people affected with eating disorders, and their families
South Asian Health Action	Website: South Asian Health Action National Voices	Seeks to educate and empower South Asian communities about the health challenges they face
HealthWatch Leicester & Leicestershire	Phone: 0116 2518313 Website: Home - Healthwatch Leicester & Leicestershire (healthwatchll.com).	'HealthWatch is your local health and social care champion. From Belgrave to Belvoir and everywhere in between, we make sure NHS leaders and other decision makers hear your voice and use your feedback to improve care.'

Active Together	Phone: 07875494482 Website: Leicester-Shire & Rutland Get Active Active Together (active-together.org) .	Lend sports equipment to older people's groups and care homes, organises Twilight games competitions and chair-based exercise classes
The Great Get Together	https://www.greatgettogether.org/	An initiative inspired by late MP Jo Cox to bring communities together
Leicestershire Police	Phone: 101/999 Website: Home Leicestershire Police (leics.police.uk) .	Can visit groups
Leicestershire Fire & Rescue Service	Phone: 0116 210 5555 Website: Home (leics-fire.gov.uk) .	Can visit groups
LASALS	Phone: 0116 454 1900 Website: Adult skills and learning (leicester.gov.uk) .	Provides a variety of courses for adults, free and paid. Can deliver in community settings
Leicester City Football Club	Website: Leicester City in the Community Leicester City (lfc.com) .	Organises community events, and workshops at the stadium
Action for Kindness	Website: Happier Kinder Together Action for Happiness	National charity bringing people together and promoting mental wellbeing

