



## It all starts with a great idea!



Many groups jump straight in and start running sessions / supporting their community at this stage.

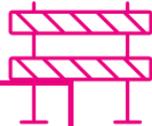
**STOP!!!** Make sure you have the basics in place **FIRST**. Reach out to other groups & Consortium for support.

Use this road map to help navigate through the best practice steps...

Think through the specific **AIMS and PURPOSE** of your new group.

Create a **Governing document**. This is the 'rule book' for the way in which your group will operate.

Some banks require your **Governing document** as part of their application process



Open a **bank a/c** for the group



**Do NOT** consider holding funds in a personal a/c

Now is a good time to start thinking about the type of legal structure you may want for your group. Access our **guidance tool** and review the key structures and their pros and cons...



Before you launch any client services there are a few more things to consider

Check if you need insurance to run your planned activities. Consortium members are eligible for a discount with **Scruton Bland!**

Will you be supporting under 18s or vulnerable adults?

If the answer is **YES** you will need a **Safeguarding Policy**

If you will be holding **ANY** information about your members, you will need a **Data Protection Policy**

Some other **essential policies** include

- Health and Safety
- Equality and Diversity
- Complaints

Take a wander across the road (page!) for more steps...





Once you start to deliver your services...how will you know if they are making a difference?

It is helpful to think about the **Outcomes** you expect to see and also how you intend to **measure** these to demonstrate **change**



Your next steps will depend on your current priorities

Do you need people power, to help run your group?

Recruit volunteers

Do you need to get the word out to promote your group?

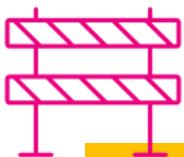
Set up your social media and website

Do you need to raise funds to run your group?

Get funding ready

Start fundraising!

Outcomes and impact information is essential for successful **grant applications!**



Once your group is up and running it can be helpful to start thinking longer-term and develop a **Strategic Plan** to ensure your group keeps heading the right direction.