



Essentials Toolkit

This toolkit is intended to be a practical source of help and guidance for your group or organisation.

This will help you to:

- Be more effective and efficient
- Plan for your funding needs
- Support your employees and volunteers
- Meet your legal obligations
- Support your group/organisation with its ongoing sustainability

How to use this toolkit

Answer the questions

Each section asks you questions that will help you identify how well you are doing and areas for development.

Prioritise

Having gone through the questions go back to each section and then prioritise the items that are urgent.

Plan to do

Using the priorities set out a table of the items that you plan to do, who will do them, who can help, and when you want them done by.

Also - agree who will monitor the plan, plans need help to keep moving

Key areas to consider in running or setting up your group/organisation

Finance and Funding
Governance and Constitutions
Policies and Procedures
Supporting staff and volunteers
Recruiting volunteers
Planning your future