



Introduction to the Toolkit

Running successful community groups or managing local projects requires a mix of different skills and knowledge. For example, has your organisation ever experienced problems in finding out how to get hold of funding for a new project? Do you know where to get help with advice on particular topics, or know how to plan effectively for the future?

If this is the case, then look no further. The Community Toolkit can help your organisation find solutions to a range of these kinds of problems and issues. It has been designed specifically for community groups and is based on common themes identified by local voluntary groups from around Carmarthenshire.

Tools within the kit provide different forms of practical help for a variety of local groups. So whether you are an arts group, an environmental body, a childcare organisation, a community business or any other type of voluntary group, there will almost certainly be something in the Community Toolkit to help you.

Paper copies of the Carmarthenshire Community Toolkit's different sections are also available free of charge from local CCC Community Bureau – 01269 590216.

The Carmarthenshire Community Toolkit has been developed by Carmarthenshire County Council Community Development Department. We are committed to have communities strengthened by local pride, ownership and collaborative working.

The Toolkit has been designed specifically for Community Groups and is based on our extensive experience of Community Development. There is information on:

- Funding
- Applications and Bid Writing
- Local Community Fundraising Ideas
- * Constitutions
- Employing Staff (paid or unpaid)
- Marketing and Monitoring Programmes
- Preparing Feasibility Studies
- Simplifying Business Plans
- What Makes a Successful Community Group
- Working with Consultants
- Training
- Community Connections (Exchange of Best Practice)

- Forward Planning

If you encounter any errors in this publication or have updated information please could you pass them to:

Community Development

Economic Development,
Carmarthenshire County Council,
Business Resource Centre,
Parc Amanwy,
Ammanford,
Carmarthenshire SA18 3EP.

The following sources have been invaluable in the compiling of this Community Toolkit:

ACAS

3 Purbeck House,
Lambourne Crescent,
Llanishen,
Cardiff CF14 5GJ.
<http://www.acas.org.uk>
029 2076 2636
www.acas.org.uk

HM Revenues and Customs

St. John's House,
Merton Rd.,
Merseyside L69 9BB
www.hmrc.gov.uk
08453 020203

Fund Raising Standards Board

Hampton House,
20 Albert Embankment,
London SE1 7TJ.
0845 402 5442
info@fsboard.org.uk

Department for Business Enterprise and Regulatory Reform (BERR, formerly the DTI)

020 7215 5000
enquiries@berr.gsi.gov.uk

Ministerial Correspondence Unit

Department for Business, Enterprise and Regulatory Reform
Victoria Street, London
www.businesslink.gov.uk



Gloucestershire Economic Development Unit

Gloucestershire County Council
Shire Hall,
Westgate Street,
Gloucester GL1 2TH.
01452 425701

**Community Development Nairns and Inverness
Enterprise**

Beechwood Business park,
Inverness IV2 3BL.
01436 713 504