

MIDLOTHIAN VOLUNTARY ACTION (MVA)

SOURCES OF INFORMATION - NEW GROUP

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PUBLICATIONS

PUBLICATION	SOURCE	IN MVA RESOURCE ROOM	NOTES
BTCV Local Action Online Handbook	http://handbooks.btcv.org.uk/handbooks/index/book/138	No - online only	Extensive information on setting up and running a conservation group
Getting Together: A guide to planning, starting and getting the most from your group, The National Childbirth Trust, 2003	Out of print?	Yes	Pack on setting up an NCT group but also might also be useful for playgroups etc
How to Run a Self Help Group, Single Parent Action Network (SPAN), 2006	www.singleparents.org.uk/span	Yes	Available to purchase from SPAN
How to start and run a self-help group: DIY with support for people overcoming alcohol misuse, Alcohol Concern, 2005	www.alcoholconcern.org.uk	Yes	
Midlothian Voluntary Action e-mails and e-briefings - the Information Officer holds email lists for a number of subjects. E-briefings are also produced, in particular "Midlothian Info" but also	www.mvacvs.org.uk/information/ tel: 0131 663 9471 email:		Information sent out includes: consultations; funding; local projects and services;

occasional single subject ones - see website for previous issues and a full list of e-mail lists.	margaret.nisbett@mvacvs.org.uk		publications; events and training etc. Most info is included in "Midlothian Info" but some stuff targeted to email groups.
Putting a network together, Scottish Recovery Network	www.scottishrecovery.net	Yes	Guidance on setting up a local recovery network for people with long-term mental health problems
Self Help Groups: Getting Started, Keeping Going, Self Help Nottingham, 1998	www.selfhelp.org.uk/pub_listing.html - to purchase, but low cost	Yes	Also some other low cost publications to order, and some online help
Setting up a Community Sustainability Project, Friends of the Earth Scotland	www.foe-scotland.org.uk/pubs/pubs_index.html#Environmenta	Yes	Detailed information, including: planning your project; forming an organisation; business plans; fundraising; marketing; projects with premises and/or staff; evaluation and monitoring
Setting up a voluntary organisation in 6 steps, SCVO, 2007	www.scvo.org.uk/scvo/Information/TopInformation.aspx	Yes	

So you want to set up a development trust?, Development Trusts Association	www.dta.org.uk	Yes	
Starting up a New Group in Midlothian: Getting Started, Midlothian Voluntary Action	www.mvacvs.org.uk	Yes	Guide to the very first steps in setting up a new group in Midlothian and who can help
The Brass Tacks - managing community projects, SCVO, 2000	Can be ordered from www.scvo.org.uk (Publications) - not downloadable	Yes - in the Village Halls box	Guide to provide general advice to organisations developing a building project - includes how to create a new group to do this

LOCAL SUPPORT

ORGANISATION/SERVICE	CONTACT/WEBSITE	NOTES
Community Learning & Development (Midlothian Council) - include building community capacity and working with local groups. Some grant monies are available to start-up new groups or new activities within an existing group.	www.midlothian.gov.uk (Learning and Libraries/Community Learning and Development) Info on grant from website or tel: 0131 271 3625	Community Learning Centres in Bonnyrigg, Dalkeith, Gorebridge, Loanhead, Newtongrange, Penicuik and Rosewell
Midlothian Voluntary Action (MVA) - Midlothian's Council for Voluntary Service (CVS)	tel: 0131 663 9471 info@mvacvs.org.uk Information Officer: Margaret Nisbet margaret.nisbet@mvacvs.org.uk www.mvacvs.org.uk	Information and advice, for example, on setting up a group, constitutions, charity law, funding etc. Also training - more info on website.

<p>Regeneration Development Team (Midlothian Council)</p> <p>The Regeneration Development Team (RDT) provides support to community groups in a number of ways.</p>	<p>Tel: 0131 271 3424</p> <p>See also Midlothian Community Voices Programme website for further information www.midlothiancyp.org.uk</p>	<p>Includes small grants</p>
<p>Volunteer Centre Midlothian - provide information, advice, training and support on all aspects of volunteering in Midlothian</p>	<p>www.volunteermidlothian.org.uk tel: 0131 663 6165 email: mail@volunteermidlothian.org.uk</p>	

SPECIALIST INFORMATION

ORGANISATION/SERVICE	CONTACT/WEBSITE	NOTES
<ul style="list-style-type: none"> • Setting up a Charity: <ul style="list-style-type: none"> ○ See Charities section of MVA website - www.mvacvs.org.uk ○ Office of the Scottish Charity Regulator (OSCR) - www.oscr.org.uk 		
<ul style="list-style-type: none"> • Setting up a Children’s Group, Playgroup etc <ul style="list-style-type: none"> ○ Midlothian Association of Play (MAP) - MAP is a voluntary organisation supporting Children’s work in Midlothian. They provide support, training, advice, information and access to a resource base of their affiliated groups that work with children 0-16 years. Membership is open to groups that provide play opportunity to children, including playschemes, playgroups, after school clubs and play projects. ○ MAP, c/o Room 12, Greenhall Centre, Gowkshill, Gorebridge, EH23 4PE, Tel: 01875 823846, Email: map.greenhall@virgin.net ○ LAYC - see Setting up a Young People’s Group 		
<ul style="list-style-type: none"> • Setting up an Community Arts Group: <ul style="list-style-type: none"> ○ Voluntary Arts Network - www.voluntaryarts.org 		
<ul style="list-style-type: none"> • Setting up a Conservation or Environmental Group: <ul style="list-style-type: none"> ○ BTCV Local Action Online Handbook - 		

<p>http://handbooks.btcv.org.uk/handbooks/index/book/138 and www.btcv.org.uk</p> <ul style="list-style-type: none"> ○ Community Webnet (Forward Scotland in partnership with other agencies - see website for list) - www.communitywebnet.org.uk - model documents etc - for Scottish groups) ○ Friends of the Earth Scotland - www.foe-scotland.org.uk/pubs/pubs_index.html#Environmental
<ul style="list-style-type: none"> ● Setting up a Development Trust: <ul style="list-style-type: none"> ○ Development Trusts Association - www.dta.org.uk, tel: 0845 458 8336, email: info@dta.org.uk, and ○ Development Trusts Association Scotland - www.dtascot.org.uk, Tel: 0131 220 2456, Fax: 0131 220 3777, Email: info@dtascot.org.uk
<ul style="list-style-type: none"> ● Setting up a Food Group: <ul style="list-style-type: none"> ○ Community Food and Health (Scotland) (formerly the Scottish Community Diet Project) - www.communityfoodandhealth.org.uk ○ Soil Association - www.soilassociation.org/localfood
<ul style="list-style-type: none"> ● Setting up a Self-Help Group <ul style="list-style-type: none"> ○ Single Parent Action Network - www.singleparents.org.uk/groups/start-a-group ○ Nottingham Self Help - some online assistance, plus publications to order - not aimed at any one particular type of self help group - www.selfhelp.org.uk
<ul style="list-style-type: none"> ● Setting up a Sports Club: <ul style="list-style-type: none"> ○ Help for Clubs website (Sports Scotland) - www.helpforclubs.org.uk
<ul style="list-style-type: none"> ● Setting up a Voluntary Organisation: <ul style="list-style-type: none"> ○ Scottish Council for Voluntary Organisations (SCVO) - www.scvo.org.uk
<ul style="list-style-type: none"> ● Setting up a Young People's Group <ul style="list-style-type: none"> ○ Lothian Association of Play (LAYC) - LAYC is a voluntary organisation which can support, and give information, to groups wanting to set up youth clubs, children's groups etc in Lothian. They also offer an insurance package to affiliated groups. LAYC, Dunford House, 7 Boroughloch Lane, Edinburgh, Tel: 0131 667 1828, Fax: 0131 667 9862, Email: enquiries@layc.org.uk, Website: www.layc.org.uk

FURTHER INFORMATION SOURCES

ORGANISATION/SERVICE	CONTACT/WEBSITE	NOTES
<p>BBC Action Network - website that aims to help people make a difference in their local area</p>	<p>www.bbc.co.uk/dna/actionnetwork/gettingstarted</p>	<p>Some useful info, including on projects - note however that (a) some stuff may not apply in Scotland and (b) much of it is written by members of the public - could be inspiring but check out any details on charity law etc with MVA, SCVO etc</p>
<p>East Lothian Voluntary Organisations Network (ELVON) - the Council for Voluntary Service (CVS) in East Lothian (MVA's equivalent)</p>	<p>www.elvon.org.uk</p>	<p>Some useful downloadable leaflets, including:</p> <ul style="list-style-type: none"> • Starting a Group; • Organisation Structures of Charities; • Role of Voluntary Management Committee/Board of Directors, etc
<p>Skye & Lochalsh Community Toolkit - Resource that has been developed for and with the help of community groups to help improve skills and knowledge and bring benefits to local communities</p>	<p>www.slcvo.org.uk (Community Toolkit)</p>	<p>Sections include:</p> <ul style="list-style-type: none"> • Organisational; • Good practice; • Planning; • fundraising

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Disclaimer: The opinions expressed in any of the publications or websites are not necessarily the opinion of MVA and we cannot accept any responsibility for viruses or the integrity of downloads. Please also note that though the website addresses were checked at the time of producing this list, we cannot guarantee that they will remain valid.

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Midlothian Voluntary Action is a company limited by guarantee - number 219994 and is recognised as a Charity by the Inland Revenue - reference number SCO08286.