



Dudley Council for Voluntary Service's Small Group and Information Project is funded by The Big Lottery Fund.



If you are a small or emerging group and you need support please contact: Becky Pickin, Small Groups Development Officer, Dudley Council for Voluntary Service, 7 Albion Street, Brierley Hill, Dudley, DY5 3EE

Tel: 01384 573381

Fax: 01384 484587

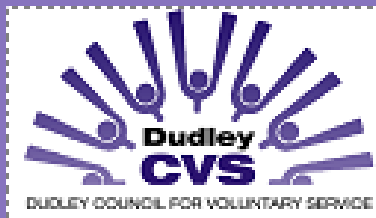
[smallgroups@dudleycvs.org.uk](mailto:smallgroups@dudleycvs.org.uk)

[www.dudleycvs.org.uk](http://www.dudleycvs.org.uk)

Registered Charity No: 511166

Incorporated under the 1985 Companies Act No: 1998105

Dudley Council for Voluntary Service  
FREEPOST MID18869  
Brierley Hill  
DY5 3BR



Interested in setting up a community or voluntary organisation?



Already in an established group that needs support?

**DUDLEY CVS CAN HELP YOU!**

If this leaflet is in a format that is not suitable for your needs please contact Becky on 01384 573381.

## HOW CAN THE SMALL GROUPS DEVELOPMENT SERVICE HELP YOU?

### What is Dudley Council for Voluntary Service?

Dudley CVS was established in 1973 to act as an umbrella body for the community and voluntary sector in Dudley.

Dudley CVS is a registered charity and Company Limited by Guarantee, non profit making and independent from government.

### The Big Lottery Fund Project

On 14th December 2005, The Big Lottery granted three years of funding to Dudley CVS to provide a Small Groups Development Officer and an Information Officer

The role of the  Development Officer is to offer proactive support to small and newly emerging voluntary sector organisations within the borough to help them get started. Early advice is often extremely beneficial to groups.

### The Small Groups Development Service

We can help you with:

- ◆ Information and advice about setting up a community group
- ◆ Training
- ◆ Finding funding so your group can make a difference
- ◆ Getting the paperwork in place so your group can grow and be eligible for funding. Some of the areas we can cover are:
  - Constitutions
  - How to set up a management committee
  - Roles and responsibilities of the management committee
  - Policies including Equal Opportunities and Child Protection
  - Developing Project Plans

If you need support from Dudley CVS please complete and return this reply slip and you will be contacted shortly

We wish to set up a community or voluntary organisation

We are already a small group and need some support

Name \_\_\_\_\_

Name of group ( if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

We need help with (please tick):

Setting up a new group

Fundraising

Developing policies and procedures

Training

Other, please state \_\_\_\_\_

Please tell us where you picked up this leaflet \_\_\_\_\_