



COMMUNITY ACTION
Bradford & District
Making a Positive Change

Starting a community group

Community Action Bradford and District is a charity that has helped people set up community groups all across Bradford District, and people often ask:

"What do I need to set up a community group that can apply for grant funding?"

You will need:

- At least three people (no maximum), not related to each other and not living at the same address. They will be the committee and make decisions, *see our [guide to Making Decisions](#)*. Everyone is jointly responsible so you need people who are keen to work together and share tasks to get things done.
- More volunteers to get things done! Not everyone who wants to help needs to be on the committee, they can be a volunteer and use their skills, time and energy to make a difference without being responsible for taking decisions about running the whole organisation. *Look at our [Getting Volunteers guide](#)*.
- A written 'governing document' that explains what the group wants to achieve and sets out the rules on how it can run and how money can be spent. Often called a constitution, you can use the Charity Commission's model constitution for a small charity as a template to start with. *See [model at Gov.uk](#)*. The kind of governing document you need will depend on the legal structure you choose. *See the [Choosing a Legal Structure guide](#)*.
- A bank account in the name of the group. An alternative to this would be to ask an existing organisation to hold funds for the group.
- Insurance: get advice from an insurance company or broker to find out what you need.
- Policies: start with safeguarding, equality and diversity, health and safety and data protection. *See our [Getting Policies guide on our Resources page](#)*.



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Get help from Community Action

Development Officers can give advice on governance and starting a community group for a fee. Please speak to us if this is something you are interested in.

You may not need to set up a community group, there are other ways to help your community.



@WeAreCabad



info@cabad.org.uk



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For more information, visit: www.cabad.org.uk