



Improving Your Neighbourhood Community Support

pack



Falkirk Council
Corporate & Commercial Services

community
concerns.



For Environmental Action

This Community Support Pack has been put together to help individuals and groups take action to improve their local area.

We hope Improving Your Neighbourhood won't be hard with the help of this Community Support Pack.

Contents

1 Getting Started	3
Simple steps to making a difference in your community.	
2 Further Information and Ideas	5
3 What's Already Happening?	7
People share their experiences of setting up a voluntary group and carrying out environmental projects.	
4 Neighbourhood Awards	13
A national award scheme that gives recognition to those who have worked hard within their community to make it more beautiful.	
5 Starting Your Community Group	15
Provides information on getting people together, running your group, managing your money, constitutions.	
6 Gaining Publicity for Your Group	19
How to obtain maximum publicity for your group and/or project.	
7 Fundraising	21
Identifies what you need to consider when you are looking for money and lists potential funding bodies.	
8 Insurance	25
Advice on obtaining public liability insurance for your group.	
9 Health & Safety	27
Basic guidance on health and safety issues.	
10 Contacts	29
Who to contact for more help and advice.	



section

Getting Started

- **Nowhere to take the kids?**
- **Fed up with all the rubbish lying around?**
- **Sick of stepping on dog dirt?**
- **Graffiti everywhere?**

We can help you make a difference!

Falkirk Council's Estates Management Team are continually striving to prevent litter and support communities to combat a variety of local environmental issues.

A fantastic way to start IMPROVING YOUR NEIGHBOURHOOD is by doing a community clean up. It's a quick way to make a very visual and physical difference to your local area. Your community will see what you are trying to do and other people may be inspired to join in.

It's a fun, healthy and practical activity and anyone can get involved.

What the Litter Strategy Team can do to help:

- We can help you organise your first clean up and supply you with all the necessary equipment as well as arrange for the waste to be weighed and uplifted
- We will be there with you on the day to ensure things run smoothly, helping to provide encouragement and publicity for your event to ensure it is a success
- We will contact any existing groups in the area to help with your first event
- Before the litter pick we can help by carrying out a risk assessment of the proposed clean up area

All you have to do is:

1. Choose an area in your neighbourhood that is in need of a clean up
2. Choose a suitable day and time to do the clean up
3. Design a flyer to advertise the event - we can help with this
4. Put your flyer through doors, in local shop windows and contact your local schools
5. Tell your friends, family, neighbours and colleagues about your clean up
6. Make sure you contact the Litter Strategy Team so that we know about your event!

So now you've done it!

Congratulations! You have successfully carried out YOUR FIRST clean up and made a great start. But this is just the beginning - please read on!

Why not try the following activities in Section 2 to keep on top of the problem or check out Section 3 to see what other groups have been doing? You can contact them for advice or we can do it for you!

Just call us on 01324 504433 or email litterzone@falkirk.gov.uk



section

Further Information & Ideas

Keep the momentum going!

Another Litter Pick

Why not make your clean ups a regular occurrence? Your first clean up has highlighted the litter problem in your neighbourhood – publicising to your fellow neighbours that something can be done and you're doing it.

Your next litter pick could be linked in with Easter or Halloween, making it a fun day for the family with organised environmental/anti-litter activities.

You might even consider adopting an area and tidying it on a regular basis.

Awareness Day

You could have an awareness day on the same day as your clean up. We can come along and help you to organise a display tent, speak to people about litter and dog fouling problems, give out leaflets and promotional items as well as help to encourage more support for your community group.

Public Meeting

Public meetings are another way of engaging local interest and recruiting new volunteers. They can be a good way of bringing local people together to discuss issues of concern to the community, prioritising what needs to be done and organising specific activities.

Simple Litter Survey

A litter survey may be a useful way to find out what sort of litter is causing the problem, where it is found, if there are enough litter bins and if they are in the right places. The results of a litter survey can be used to decide what further action is required and can also be displayed on notice boards, included in community newsletters and presented at public meetings.

Questionnaires

A simple questionnaire is another way to find out what problems people are facing within your community. It may give an insight as to what future projects would benefit the neighbourhood.

Litter Competitions

Litter competitions in schools and in the community have always proven to be a successful tool to get local support on litter issues. Try to involve all ages, to design litter posters, make up stories or even poems based on litter.

Litter Games

There are a variety of litter orientated games that we can tell you about – they are always a winner with the kids when having an awareness day or annual clean up.

These activities can be for both children and adults and are a great way of increasing awareness of litter issues at the same time as having fun.

Just call us on 01324 504433 or email litterzone@falkirk.gov.uk



section

What's Already Happening?

Polmont Community Council Clean Up



Polmont Community Council held its first village clean up in spring 1999 in conjunction with the Keep Scotland Beautiful 'National Spring Clean' Campaign. 120 volunteers of all ages turned out to litter pick the streets, parks, woodlands and other green spaces throughout the village.

the day. It is this teamwork and support which has made the clean ups a success year after year.

Picking up litter is an activity in which people of all ages can take part. It is also a great opportunity to strengthen and maintain community ties by enabling people to care for their local

...strong relationships with Falkirk Council, Polmont's Community Policemen, Central Scotland Forest Trust, Falkirk Environment Trust as well as local shops and businesses...

Now the Polmont Clean Up Day has become an annual event, with around 140 people from all over the village turning out each year to lend a hand.

Over the years the group has built up strong relationships with Falkirk Council, Polmont's Community Police, Central Scotland Forest Trust, Falkirk Environment Trust as well as local shops and businesses. The local schools have contributed through various activities, from poster competitions to school ground clean ups, in preparation for the event and on

environment and make a difference. The clean up day is always fun, with the festivities afterwards giving people a chance to meet up and enjoy themselves. There is always a real sense of achievement after the event.

There are always uncertainties when organising a clean up – will there be enough funding / donations, what will the weather be like, will anyone turn up? But it is important not to get too disheartened over such challenges. Just organise your event and make as much of a difference as possible.



LASER Group



The Larbert And Stenhousemuir Environmental Regeneration (LASER) Group was formed initially to tackle the problem of litter in the local area. It then developed into a community-led wider campaign to regenerate the Lade into a community resource for leisure, biodiversity and education for everyone to enjoy.

The Lade was once used by all the community as a pedestrian link between Larbert, Stenhousemuir and Carron and has always been a haven for wildlife. Now because it is relatively unused and not maintained it has become a dumping ground and drinking hideaway for young people. Many of the paths have become overgrown and people feel unsafe.

...striving to regenerate the Lade for people to once again use and enjoy...

The Laser Group is striving to regenerate the Lade for people to once again use and enjoy. Currently the group is trying to source funding for this project and gain professional environmental advice.

Hallglen Youth and Environmental Group

The group was formed by local residents primarily to get young people more actively engaged in the community and to try to change peoples' negative attitudes and perceptions of the young people of Hallglen.

The group's aims were to brighten up their environment, to upgrade vandalised and littered areas and make a positive impact within the community. They also wanted to find ways in which to utilise the vast amount of green space that surrounds the neighbourhood.

With the help of a local artist the first task was to reinvent three of the underpasses with colourful murals combined with graffiti art. A great deal of preparation took place in the design of the underpasses which linked



...extremely proud of the group's achievements and the beautiful murals...

environmental topics to the theme. The young people quickly took ownership of the project and made it an enormous success, so much so that other community groups in and around the Falkirk area have been inspired to undertake similar projects in their areas. The people of Hallglen are extremely proud of the group's achievements and the beautiful murals that are now a permanent feature of the village.

Some of the younger children of Hallglen were so inspired by the underpass project that they were keen to continue the upgrading of their neighbourhood and adopted a piece of land that had become unused, full of weeds and litter. With the help of a local neighbour they have transformed the area into a small

garden with flowers, plants and a colourful mural to tie the whole environmental theme together. We hope this idea will spread across Hallglen as there are many more potentially unkept areas ready to be converted.

The External Funding Unit has offered support in terms of sourcing funding and helping to complete funding applications and the group are also on a mailing list for funding opportunities. They have also benefited from networking with other local groups.

Hallglen are Falkirk's first ever entrants to the Neighbourhood Award Scheme and have already received a certificate of improvement for the underpass projects with the Youths of Hallglen. A great achievement.



Dunipace

The residents in the Carronvale area in Dunipace began a clean up campaign in April 2007 to celebrate John Muir Day. The clean ups focus on the footpaths and banks along the River Carron and Anchor Burn. The area suffered greatly when both water bodies broke their banks during the winter of 2006, flooding the entire area behind the estate. As a result clothing, plastic and general rubbish was left hanging from tree branches, caught in river rocks and scattered in nearby fields. Before the flood, there was already a serious problem in the area with large amounts of broken glass, needles and other dangerous objects lying around in what is a popular walking route as well as playing area for local children.

Now people in the community are actively making a difference, having had three successful clean ups. The group are planning

...people in the community are actively making a difference, having had three successful clean ups...



bigger projects for the spring of 2008 such as flooding issues, bigger litter campaigns, and beautification of footpaths. The ultimate goal will be to join forces with other neighbourhood groups in Denny/ Dunipace and clean up both areas.



Lionthorn Community Woodland Association

The Lionthorn Community Woodland Association formed in June 2005 and covers Fox Covert and Kilbean Woods on the south edge of Falkirk. The group was set up to meet the following

...improve access to the woods; to improve the woods for wildlife; to organise social and educational activities; and to represent the views of users to Callendar Estate...

objectives: to improve access to the woods; to improve the woods for wildlife; to organise social and educational activities; and to represent the views of users to the landowner, Callendar Estates.

Since the group formed they have resurfaced sections of muddy paths

and built sections of boardwalk, as well as path clearing, planting 500 trees and carrying out two litter picks of the woods. The group sought professional advice to improve and increase the wildlife within the woods. This consisted of an initial plant and wildlife survey, detailed bat and badger surveys and the installation of 40 bird boxes. The Association have had an excellent impact on engaging and bringing the community closer together through a series of

organised barbeques, local history walks and Easter egg hunts.

These projects and future plans have been made possible through a variety of funding assisted through the External Funding department within Falkirk Council and FET (Falkirk Environmental Trust).



section

Neighbourhood Awards

Neighbourhood Awards

Beautiful Scotland Neighbourhood Awards are a non-competitive initiative designed to provide support and recognition to individuals and community groups across Scotland. Awards are given to projects which have enhanced the appearance of neighbourhoods through environmental improvements.

Your local project can help to create new attitudes and stimulate all ages to take a real pride in their environment and by taking part in the Neighbourhood Awards you will gain recognition for all your hard work.

Entrants to the awards are assessed on a number of criteria including the introduction of flowers, trees and shrubs and the absence of litter, dog fouling, graffiti and weeds.

Grounds maintenance assistance

As an incentive to sign up to the Neighbourhood Awards, Falkirk Council will provide £100 worth of flowers, trees and shrubs as well as horticultural advice.

We want to support and encourage people to take ownership of a piece of land and improve it in order to enhance the appearance of the neighbourhood.

Eligibility for grounds maintenance assistance

- Sign up for the Beautiful Scotland Neighbourhood Awards
- Provide an outline of a specific project that you hope to implement within your neighbourhood and the benefits it will bring to the community

- Outline possible future developments of your project as well as funding opportunities
- Provide a practical maintenance programme to ensure sustainability
- Consider biodiversity and waste issues
- Project areas should be free of litter and dog fouling

How to get started

- You may already be doing something that can qualify for the Neighbourhood Awards or have a specific project in mind. It can be an individual or a large group project, as long as it contributes to improving the appearance of your local environment
- Call us at the Litter Strategy Team and we will come and talk to you and see what you have in mind
- The scheme is entered by simply filling in the form at the back of the Beautiful Scotland leaflet, available from Keep Scotland Beautiful or the Litter Strategy Team
- All applicants receive a certificate of improvement, merit or outstanding achievement
- All entrants are invited to attend an annual seminar in November. This is an opportunity to meet other groups from across Scotland and to talk to the judges. Talks and workshops provide the chance to learn something new

Just call us on 01324 504433 or email litterzone@falkirk.gov.uk



section

Starting Your Community Group

Community groups are usually started because local people have identified a need in their area such as developing a piece of waste land, developing or upgrading a playgroup or even trying to influence any planning decisions that will affect the area.

There are many things that established groups can do that an individual or an informal collection of individuals would find more difficult. The benefits of being a group include -

- recognition as a legitimate group within your local community
- encouraging others to join in
- developing self-help
- bringing together a range of skills, ideas and resources
- increasing awareness of what your group aims to do
- enabling direct action to be taken
- enabling you to apply for funding from a variety of sources
- attracting money from inside and outwith the community

Of course, the advantages of starting your own group are accompanied by certain responsibilities depending upon what you plan to do, the size of your group and the range of activities that you will be involved in. You will need to be organised enough to keep accurate records of all of your activities, and disciplined enough to comply with external and/or legislative requirements that may be applicable to your group/activities.

How do you start?

A small number of people come together naturally, for example through talking about something they see that

concerns them. But it is important to let as many people as possible in the community know what you are thinking about, get their ideas and views and perhaps get some more people to join your group. You may find out about a group doing something similar to you and you could join forces rather than starting a new group! It's important to keep everyone on board. Holding a meeting that is open to everyone in the community in a local venue e.g. community centre or village hall is a good starting point. At the end of the meeting find out who would like to be involved in setting up the group and organise a date for a meeting for that smaller group.

What do we need to do as a group?

The start-up period can get bogged down with practical considerations – try to strike a balance so that the initial enthusiasm for your cause doesn't evaporate. Have a mixture of the fun, interesting things as well as the more formal practical items. A pragmatic, staged approach where duties, tasks and actions are shared is probably best.

The following is a list of some of the things that most groups have to think about.

Shared purpose – What is the key thing that you want to achieve and what sort of things do you want to do to achieve it? It's really important to spend time discussing and agreeing what you are really aiming to do as sometimes different members of the group may have different views on what its purpose should be. It is best to resolve these issues at the outset as the further you get in setting up your group the more disruptive any initial

differences of opinions are likely to become. You will need to be in full agreement of your aims when you are writing your constitution.

Constitution - You will need to develop rules for your organisation so that potential funders and others who will support, or get involved with, your group know that you are a legitimate group, that you have regular meetings, are accountable to local people, can manage any money properly and use it only for what it was intended. The rules of an organisation are called a constitution. There are model constitutions that you can adapt to make them relevant and appropriate to your group.

(For all contact details see Section 10)

Name - All groups need to think about a name, one that is easy to remember, says what you are aiming to do and isn't used by anyone else.

Committee - The key people within your group who will manage its affairs is called the committee. A committee consists of the office bearers (chair, treasurer and secretary) and ordinary committee members. It is important to spread the work out amongst all members of the committee, not just one or two key people, as it becomes a burden for the few and the others don't feel as if they are contributing. Some people will be keen to be involved in the committee, others will just want to help out occasionally but not be on the committee.

Running meetings – Well organised meetings have the potential to be inspiring, creative, empowering and enjoyable. To create organised meetings there are generally a number of things to do. You need an agenda prepared in advance; the meeting shouldn't go on too long; decisions need to be taken; people need to come prepared to participate in the discussion; notes of the meeting need to be taken and minutes circulated afterward. The chair needs to make sure the meetings are well organised, the agenda gets covered, everyone is able to participate and the meeting doesn't run over time.

Bank account – You will need to have a bank account in the name of your group. Banks have special accounts for community and voluntary groups. The bank will need a copy of your constitution and the names of the office bearers of the committee who will be the signatories for the account. You will need at least two people to sign each cheque.

Managing your money – Right from the beginning you need to have a system in place to manage any funds that you have, no matter how small. A simple bookkeeping system that records all income and expenditure and lets the committee keep track of the finances of the group is a must.

Skills within group – It is useful to think about all the different things that you will have to do and to see if you have all the skills required within your group . If there are skills gaps some members of the group might like to attend training or you may decide to find someone with the skills and encourage them to join the group.

Becoming a charity – Some groups may want to register as a charity as many funders only support registered charities. There are clear guidelines on what groups have to do to register as a charity including specific information on what has to be in your constitution and what information has to be provided to the Charity Regulator (OSCR) each year. Groups need to be clear about their legal duties before they decide to apply to register as a charity.

Where to go for further information

For further information and help with all of the above contact CVS Falkirk and District.

**CVS Falkirk and District
Unit 6, The Courtyard,
Callendar Business Park
Callendar Road, Falkirk FK1 1XR
Tel 01324 692000
Fax 01324 692001
Email: info@cvsfalkirk.org.uk
Website www.cvsfalkirk.org.uk**



section

Gaining Publicity for Your Group

It is important to have widespread awareness of your event or project – make sure everyone knows what’s going on. Use the local media, display posters in shops, libraries etc and try to speak to people face-to-face to drum up as much support as you can. This can attract interest and recognition for your efforts.

Posters & Flyers

A simple poster can be put up in schools, local shops, pubs, libraries and community centres. This will help to get people to the event. You could also make smaller flyers or leaflets and distribute them on shop counters or by hand – people often respond well to a more personal touch.

Try asking your local shop or community centre to photocopy posters and leaflets for you.

Local media

Another way of publicising what you are doing is through your local newspaper or radio station.

Newspapers

Papers often have ‘What’s On’ columns which advertise details of events or projects going on in the local community.

You should contact the news desk at least one or two weeks before the event (or earlier if the publication is a ‘monthly’) so that they can put the date in their diary. Then contact them the day before the publication goes to press to ensure they have remembered your event.

Make sure you know when the deadline is for sending information to a newspaper and in what format they will prefer to receive it (i.e. verbally, by email, fax or post).

Radio

If you are a non profit making group, Central FM will advertise your event/project free of charge on their official website and on air. All you have to do is e-mail the station or call them with your request.

What to tell the media:

- What’s happening at the event
- When the event is taking place
- Where it is taking place
- Who is taking part
- Why it is happening
- How it will affect local people

Sometimes the press will send a photographer and / or a reporter but this can’t be guaranteed. If no media attends make sure you send them a concise description of what happened (e.g. how many people took part and what was achieved) and a photograph. This will allow them to run a follow-up story about your event.

Internet

You can also post details of your event on Falkirk Council’s website, letting people know what you are planning.

Let everyone know how successful your event was!

All the contact details for local media and more can be found in section 10 of this pack.

Just call us on 01324 504433 or email litterzone@falkirk.gov.uk



section

Fundraising

External Funding Unit

Falkirk Council, Municipal Buildings, West Bridge Street Falkirk FK1 5RS

Tel: 01324 506 260 funding@falkirk.gov.uk

Falkirk Environment Trust

Falkirk Council, Abbotsford House, David's Loan Falkirk FK2 7YZ

Tel: 01324 504816 arthur.berg@falkirk.gov.uk

CVS Falkirk and District

Unit 6, The Courtyard, Callendar Business Park

Callendar Road, Falkirk FK1 1XR

Tel 01324 692000 info@cvsfalkirk.org.uk

This section is designed to help community groups in the Falkirk area to apply for small grants to improve their local environment. It is not a comprehensive list, as there are a large number of grant giving organisations who support environmental projects in the UK.

Falkirk Council's External Funding Unit has a Funding Search Database available at www.falkirk.gov.uk, offering a free of charge search service of funding sources for voluntary organisations and community groups. The Scottish Council for Voluntary Organisations has an online guide on fundraising and grant giving trusts in Scotland, and the Directory of Social Change also produce a range of guides to fundraising in the UK.

Fundraising action points

How can you prove that there is a need for your project and that it addresses the concerns of local residents? Involve your local community in decision making. Keep records of how many people you have spoken to and what they say.

Have you been realistic about the costs of a project?

When potential funders assess your application they will check that your budget gives an accurate estimate of the costs of a project. Some funders may ask you to get two or more quotes from different suppliers for large purchases.

Could you get what you need for free from other people or organisations?

Building positive relationships with local organisations may help you get some of the things you need for free. Perhaps you could persuade a local café or shop to provide volunteers with free refreshments after a clean up event? Or

maybe your local community centre could photocopy posters for free? You could even estimate the financial value of in-kind support and include it in your project budget. If you can show that you are getting support from other places you will be more likely to get funding.

What will happen when the project is finished?

Don't forget to establish what will happen when the project is over. You need to show funders that you have made plans for what will happen when the money runs out. For example, if your group wanted money to plant trees, show who will maintain them after they have been planted.

Do you know when you will receive a decision on your funding application?

Although small grant schemes often respond quickly, in some cases you may need to wait six months for an answer.

Does your organisation need to have charitable status, a formal constitution and a bank account with at least two signatories?

To be eligible to apply for small amounts of money your group may not need to have a formal constitution or a bank account with at least two signatories, but in most cases, the more money you apply for, the more organised you need to be. Remember to check the funder's criteria before applying. Many funders that give grants of more than £5,000 will only consider charitable status. Don't be put off if you don't meet the criteria at the moment. Section 5: 'Starting Your Community Group' will help point you in the right direction.

FALKIRK COUNCIL EXTERNAL FUNDING UNIT

Looking for funding for a project can be a lot easier with the right type of support. Falkirk Council's External

Funding Unit offers a wide range of support and services to voluntary and community organisations operating in the Council area, including advice on:

- Falkirk Council Small Grants Scheme
- Applications for resources from Falkirk Council services
- Charitable Trust, Lottery and European funding

The level of support can be tailored to fit your requirements. The External Funding Unit can:

- Provide up-to-date information about funding opportunities
- Research and source funding for a specific project
- Give guidance on presenting your application package
- Check eligibility of projects against funders' criteria
- Assist with the development of project implementation plans
- Advise on funding monitoring and compliance issues

Funding Support Officers work with community and voluntary organisations across the Council area, providing support and guidance about:

- Developing a new project
- Extending your project's activities
- Identifying sources of finance
- Planning a funding strategy

The External Funding Unit will consider grant applications from any constituted group, giving priority to those who promote social inclusion, equal opportunities and good value for money. If your group does not have a constitution, but would like to apply under the Small Grants Scheme, Falkirk Council would expect you to develop one within six months of submitting an application.

Any voluntary organisation or community group can apply for resources from Falkirk Council. A single application form has been developed to be used for all types of support which may be provided by Falkirk Council to community and voluntary organisations. The single application form makes sure that:

- Resources are allocated in a consistent, fair and open manner
- Organisations have the opportunity to clearly state their requirements
- Organisations can apply for either financial support or in-kind support
- Applications can be logged and monitored through the appraisal process
- The same basic criteria and conditions will apply to all applications

Grants don't always have to be in cash, the Small Grants Scheme can also provide help to organisations in kind. The type of thing the External Funding Unit can provide grants for include:

- Special events
- Running and / or administration costs
- Equipment

What types of grant are available?

- Small Grants - resources that amount to less than £5, 000
- Resources that amount to more than £5, 000
- In-Kind Support and Community Events
- Property Leases to voluntary and community organisations
- Partnership Grants

(All contact details can be found in Section 10 of the pack.)

OTHER FUNDERS

There are many other funds available to local groups for environmental projects. Below is a small list of some grant schemes which are available. For a more comprehensive and up-to-date list, Falkirk Council's External Funding Unit provides an online Funding Search Database. Go and check it out at www.falkirk.gov.uk

Falkirk Environment Trust

The Falkirk Environment Trust (FET) was set up in 1998 to support projects that benefit the people and environment of the Falkirk Council area. Since it began, FET have distributed £1.2 million of direct funding and attracted over £7 million to the area.

FET can provide grants to community groups for both large and small projects.

SNH – Grant Support

Scottish Natural Heritage (SNH) works with others to protect and improve Scotland's natural heritage and to help people understand, enjoy and care for it.

Grants are available for a range of projects under eight grant schemes: Special Places; Supporting Biodiversity; Enjoying Scotland's Outdoors; Paths and Routes; Attractive Places to Live; Involving People; Rural Land Use; and Waters For Life.

Awards for All

Awards for All Scotland is a lottery grants programme, ranging from £500 to £10,000, for organisations looking for small sums of money. The main aim of Awards for All is to fund projects which involve people in their community, bringing them together in a wide range of different activities. You can apply at any time, the application form is simple and you should get a decision within three months.

Central Scotland Forest Trust (CSFT)

CSFT has been working in partnership in the Falkirk area for a number of years to deliver environmental improvements, and is the lead agency in the Central Scotland area under the Greenspace Scotland umbrella.

CSFT's Community Projects Fund provides grants to help people living in the Central Scotland Forest area improve their environment and make a positive difference for all the community. Any project that demonstrates clear environmental benefits, has plenty of support from the local community and complies with the grant criteria will be considered.

The fund is open to any formally constituted group with office bearers and a bank account. The project must be within the Central Scotland Forest area. Grants can be used to cover the entire cost of the project as match funding is not needed to qualify. Only one application can be made per group. The applicant must provide 'before' and 'after' photographs of the project (if applicable), written confirmation that the grant has been spent as specified (e.g. invoices, receipts) and agree to participate in local publicity.

(All the contact details for the above funding opportunities can be found in section 10 of this pack.)



section

Insurance

If your group is organising practical activities or working with volunteers or children we would advise you to obtain insurance cover for your group.

It is also important to implement effective health and safety procedures (see Section 9) to help prevent accidents.

It may be that your organisation already has public liability insurance in place which will cover, or can be extended to cover, your activities.

Public Liability Insurance

Public liability insurance is the most common type of insurance small organisations use. This covers legal liability in respect of injury, death and loss or damage to property of anyone other than volunteers that come into contact with the organisation. The cost of public liability insurance will vary depending on the activities your organisation undertakes and the procedures your organisation has to minimise risk.

In addition, volunteers can be covered by public liability insurance, although you should check this with your broker when you buy it. The minimum recommended amount of cover is £5 million for this type of insurance.

Personal Accident Insurance

Personal accident insurance provides compensation for volunteers, regardless of whether there is a legal liability to do so. This gives extra protection to the members of an organisation against accidents.

No insurance?

If your group does not have insurance make sure that all volunteers are made aware of this fact. If they are unhappy they do not need to get involved on the day. You could get volunteers to sign a disclaimer before the event to prove that you told them they were not insured.

WHO CAN HELP?

Falkirk Council Insurance services. Please contact 01324 506348 or insurance@falkirk.gov.uk for more information.

CVS Falkirk and Falkirk Volunteer Centre can provide information on insurance plus a list of insurers who specialise in the insurance needs of voluntary sector and community groups. You can get more information from Falkirk & District Voluntary Sector Unit 6, The Courtyard Callendar Business Park, Callendar Road Falkirk FK1 1XR
Tel: 01234 692000
info@cvsfalkirk.org.uk
www.cvsfalkirk.org.uk

BTCV Scotland also provides insurance to groups affiliated with BTCV. You can get more information at www.btcv.org.uk/display/community_network or telephone 01786 479 697.

***Insurance Service, Falkirk Council -
01324 506348 or e-mail
insurance@falkirk.gov.uk***



section

Health & Safety

Your group will be responsible for assessing the risks involved in any activity they undertake. You can assess the risks yourself if you are confident that you can do so but, if not, we can help.

Risk assessments

It is advisable to carry out a risk assessment prior to an event. Carrying out a risk assessment involves:

1. Looking for possible hazards (e.g. trips, use of tools, fire, accidents).
2. Deciding who might be harmed and how.
3. For each hazard evaluate the chance, big or small, of harm actually being done and decide whether existing precautions are adequate or more should be done.
4. Record the findings of your assessment – e.g. the main risks and the measures you have taken to deal with them.

WHO CAN HELP?

The Edinburgh Volunteer Centre provides excellent advice on health and safety and risk assessment. Visit www.volunteeredinburgh.org.uk/resources/default.asp and search for Safety and Insurance.

The HSE has an explanatory leaflet on 5 Steps to Successful Risk Assessment at www.hse.gov.uk/pubns/indg163.pdf.

HSE has a new mini-website specifically for governing body members (management committee/trustees/directors) in organisations of all sizes, to help them understand their health and safety duties and promote H&S at work. The "Leading health and safety at work" website is at www.hse.gov.uk/leadership/index.htm

BTCV Scotland runs a one day Risk Assessment training course for groups who undertake conservation projects. The course offers an understanding of the principles of risk assessment and aims to provide the knowledge needed to carry out a practical assessment. For further information contact BTCV Scotland, Balallan House, 24 Allan Park, Stirling, FK8 2QG, tel: 01786 479697, email: Scotland-Training@btcv.org.uk.

Just call us on 01324 504433 or email litterzone@falkirk.gov.uk



section

Contacts

Biodiversity

**The Falkirk Area
Biodiversity Officer**
*Falkirk Council
Development Services
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Tel: 01324 504863
planenv@falkirk.gov.uk*

Provides guidance and advice on biodiversity projects. Available to discuss integration of biodiversity into your project.
Helps publicise local biodiversity projects and promote examples of good practice.

**Neighbourhood
Awards**

**Rachel Nugent,
Beautiful Scotland
Co-ordinator**
*Keep Scotland Beautiful
Islay House
Livilands Lane
Stirling FK8 2BG
Tel: 01786 471333
rachel.nugent@ksbscotland.org.uk*

Runs the Beautiful Scotland competition, including the Neighbourhood Awards scheme.

**Central Scotland
Forest Trust**

**Mike Ewart, Sustainable
Development Officer,
Falkirk and West Lothian**
*Central Scotland
Forest Trust
Hillhouseridge
Shottskirk Road
Shotts ML7 4JS
Tel: 01501 822015
mike.ewart@csft.co.uk*

Assistance with community activities (within the Central Scotland Forest area).
Details of training days.
Assistance with CSFT grant applications.

Charity Status

**Office of the Scottish
Charity Regulator**
*Office of the Scottish
Charity Regulator
2nd Floor
Quadrant House
9 Riverside Drive
Dundee DD1 4NY
Tel: 01382 220446
info@oscr.org.uk*

Responsible for granting charitable status.
Regulation of all charities.

Community Development Support

**Community Services
Community Development
& Capacity Building Team**

*Falkirk Council
Community Services
Grangemouth Municipal
Chambers
Bo'ness Road
Grangemouth
Tel: 01324 504432
Fax: 01324 504431*

Provides a wide range of support to community groups and organisations to help them develop and improve their communities.

Composting

Waste Management

*Falkirk Council
Home Composting
03124 590427*

*order compost bin
08450770756*

Provide information and advice on home composting. Provision of compost bins at a reduced price to residents of the Falkirk area.

Community Groups

The Litter Strategy Team

*01324 504433
litterzone@falkirk.gov.uk*

Community Planning

**Frank McChord
Kate Kane**

*Falkirk Council
Community Services
The Falkirk Stadium
Westfield
Falkirk FK2 9DX
Tel: 01324 500950
Tel: 01324 500949*

To support the development of local community planning within area forums and the development of local community plans

Council for the Voluntary Sector

The Council for the Voluntary Sector - Falkirk & District

*Unit 6, The Courtyard
Callendar Business Park
Callendar Road
Falkirk FK1 1XR
Tel: 01234 692000
info@cvsfalkirk.org.uk
www.cvsfalkirk.org.uk*

Provides wide range of information and support to community groups and voluntary sector organisations developing outdoor spaces including starting up a group, fundraising, managing your money, insurance, employing staff, constitutions

**Countryside
Access**

*Falkirk Council
Development Services
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Tel: 01324 504950
Tel: 01324 504950*

Core paths planning.
Path maintenance.
Network development.
Signage.
Advice on rights of way, the Land Reform (Scotland) Act 2003 and responsible access.
Help / advice on local access issues.

Data Protection

*Falkirk Council
Corporate & Commercial
Services
Municipal Buildings
West Bridge Street
Falkirk FK1 5RS
Tel: 01324 506070*

Support and advice on data protection issues.

Disclosure checks

**Central Registered
Body Scotland**
*Central Registered
Body Scotland
Unit 55
Stirling Enterprise Park
Stirling FK7 7RP
Tel: 01786 849777
info@crbs.org.uk*

Administer requests for free enhanced disclosures for those in the voluntary sector wishing to volunteer with children, young people and adults at risk.
Provide users with information, assistance and training covering making decisions about the suitability of candidates, human rights, data protection and confidentiality.

CVS Falkirk and District
*Unit 6, The Courtyard,
Callendar Business Park
Callendar Road
Falkirk FK1 1XR
Tel 01324 692000
info@cvsfalkirk.org.uk*

Falkirk Volunteer Centre provides information on Disclosures to local organisations, is able to check forms and verify information (as a Trusted Partner with CRBS) prior to the forms being returned to CRBS and is registered as an Intermediary which means it can provide additional support to small organisations which require Disclosures.

Falkirk Environment Trust	Arthur Berg, Development Manager <i>Falkirk Environment Trust Abbotsford House David's Loan Falkirk FK2 7YZ Tel: 01324 504816 arthur.berg@falkirk.gov.uk</i>	Provides assistance and advice with funding issues. Supports environmental projects by awarding funding.
External Funding Unit	<i>Falkirk Council External Funding Unit Municipal Buildings West Bridge Street Falkirk FK1 5RS Tel: 01324 506 260 funding@falkirk.gov.uk</i>	Offers support and advice on funding issues to Council Services, Community Planning Partners and voluntary and community organisations operating within the Falkirk Council area.
Funding Awards for All, Scotland	<i>Awards for All 4th Floor 1 Atlantic Quay 1 Robertson Street Glasgow Tel: 0870 240 2391 scotland @awardsforall.org.uk www.awardsforall.org.uk/scotland/index.html</i>	Funds projects which involve people in their community
Insurance	<i>Falkirk Council Finance Service Municipal Buildings West Bridge Street Falkirk FK1 5RS Tel: 01324 506070 insurance@falkirk.gov.uk</i>	Advice and guidance on insurance issues
Keep Scotland Beautiful	<i>Islay House Livilands Lane Stirling FK8 2BG Tel: 01786 471 333 ksb@ksbscotland.org.uk www.keepsotlandbeautiful.org</i>	An environmental charity aiming to achieve litter free and sustainable environments

Land Ownership	Property Services <i>Falkirk Council Community Services The Falkirk Stadium Westfield Falkirk FK2 9DX Tel: 01324 590900</i>	Provide information regarding land and property ownership.
Link Work and Training (Trust)	<i>Suite 14, Willow House Newhouse Business Park Grangemouth FK3 8LL Tel: 01234 489666 admin@lwtt.org.uk www.lwtt.org.uk</i>	Community development and regeneration programmes combine practical learning, critical reflection and theoretical understanding to deliver social change
Litter Strategy	Litter Strategy Team <i>Falkirk Council Corporate & Commercial Services Estates Management Earl's Road Grangemouth FK3 8XD Litterline: 01324 504 433 litterzone@falkirk.gov.uk</i>	Campaigns and community education tackling litter-related issues. Street cleansing services. Enforcement of littering, dog fouling and flytipping offences.
Planning	Planning & Environment Unit <i>Falkirk Council Development Services Abbotsford House David's Loan Falkirk FK2 7YZ Tel: 01324 504950 planenv@falkirk.gov.uk</i>	Reviews, monitors and implements statutory Development Plan Policy for the Falkirk Council area, including Structure and Local Plans, and implements associated planning based initiatives. Provides design and planning guidance for new developments and landscaping projects, as well as supporting the conservation of the built heritage.
Ranger Service	<i>See Countryside Access</i>	

Recycling**Waste Management Operations**

*Falkirk Council
Corporate & Commercial Services
Dalgrain Depot
Earl's Road
Grangemouth FK3 8PP
Tel: 01324 504444
contact.centre@falkirk.gov.uk*

Household recycling
Recycling points and centres

Waste Strategy

*Waste Aware
Falkirk Council
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Tel: 01324 590421
contact.centre@falkirk.gov.uk*

Office recycling
Schools recycling

Roads Maintenance**Roads Service**

*General Defects:
CLARENCE
Tel: 0800 23 23 23
Out of hours
Emergency Control
Tel: 01324 503050
Falkirk Council
Roads Service
Earl's Road
Grangemouth FK3 8XD
Tel: 01324 504600
roads@falkirk.gov.uk*

Maintenance and construction of Falkirk Council road network (excluding motorways)
Vergeside fencing and grass cutting.
Traffic control.
Provision of winter maintenance (gritting) and emergency response service for roads and footpaths.

*Motorway maintenance:
AMEY Highways
Tel: 0800 028 14 14*

Schools**Education Services**

*McLaren House
Marchmont Avenue
Polmont FK2 0NZ
Tel: 01324 506600
director.educ@falkirk.gov.uk*

Childcare
Pre-school, Primary, Secondary and Special Schools
Integrated Learning Communities
School improvements
Support and resources

**SNH
Scottish Natural
Heritage**

*grants@snh.gov.uk
Tel: 01738 458677*

Street furniture

Property Services
*Falkirk Council
Community Services
The Falkirk Stadium
Westfield
Falkirk FK2 9DX
Tel: 01324 590900*

Town Centre Strategy
development.

Street Lighting

Roads Service
*General Defects:
CLARENCE
Tel: 0800 23 23 23
Falkirk Council
Roads Service
Earl's Road
Grangemouth FK3 8XD
Tel: 01324 504600
roads@falkirk.gov.uk*

Street lighting defects

**Sustainable
Development**

**Brenda Roddy,
Sustainable
Development Officer**
*Falkirk Council
Development Services
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Tel: 01324 504712
brenda.rodgy@falkirk.gov.uk*

Waste & resource management.
Energy and climate change.
Sustainable transport options.
The natural and man made
environment.
Policy development/
Awareness raising.
Works with everybody that lives
or works in the Falkirk area.
Fair Trade.

Trees

Grounds Maintenance
*Falkirk Council
Corporate & Commercial
Services
Estates Management
Earl's Road
Grangemouth FK3 8XB
Tel: 01324 501116*

Tree maintenance on land owned
or maintained by Falkirk Council.
If you are a Council tenant,
please contact your local housing
office.

Volunteers & Voluntary Groups

CVS Falkirk & District

*Unit 6,
The Courtyard
Callendar Business Park
Callendar Road
Falkirk FK1 1XR
Tel: 01324 692000
info@volunteerfalkirk.org.uk*

Can help arrange volunteers for your project.
Have a list of volunteer opportunities throughout the Falkirk area.
Information about local voluntary groups.

Scottish Council Voluntary Organisation

*Head Office
Mansfield Traquair Centre
15 Mansfield Place
Edinburgh
Tel: 0131 556 3882
enquiries@scvo.org.uk*

National body representing the voluntary sector.
Offers a wide range of information, guidance and support.

BTCV Scotland

*Scotland Regional Office
Balallan House
24 Allan Park
Stirling FK8 2QG
Tel: 01786 479697
scotland@btcv.org.uk*

Offer advice and guidance for your project.
Can provide training for voluntary groups.
Provide both volunteers and volunteer opportunities.

Volunteer Centre Glasgow

*4th Floor
84 Miller Street
Glasgow G1 1DT
Tel: 0141 226 3431
info@volunteerglasgow.org
www.volunteerglasgow.org.uk*

Volunteer Centre Edinburgh

*45 Queensferry Street Lane
Edinburgh EH2 4PF
Tel: 0131 225 0630
admin@volunteeredinburgh.org.uk
www.volunteeredinburgh.org.uk*

Local Media Contacts

Falkirk Herald

Redbrae Road
Camelon
Falkirk FK1 4AZ
Published: Thursday
Deadlines:
General News – Tuesday afternoon

10 Manor Street
Falkirk FK1 1NH
Tel: 01324 623793 / 638314
Fax: 01324 629079
editorial@falkirkherald.co.uk
www.falkirkherald.co.uk
Deadlines:
District News – Tuesday afternoon
Sports – Tuesday midday

Falkirk / Grangemouth Advertiser

2 Union Street
Grangemouth FK3 8AB
(office open between 9am and 1pm)
Tel: 01324 485028
Fax: 01324 485028
editorial@falkirkherald.co.uk
Published: Tuesday
Deadlines: Friday midday

Bo'ness Journal

37 North Street
Bo'ness EH51 0AQ
Tel: 01506 822637
Fax: 01506 828333
editorial@journalandgazette.co.uk
www.linlithgowtoday.co.uk
Published: Friday
Deadlines: Wednesday midday

Stirling Observer (Denny area)

34 Upper Craigs
Stirling FK8 2DW
Tel: 01786 451110
Fax: 01786 453429
observer@s-un.co.uk
www.icstirlingshire.co.uk
Published: Wednesday & Friday

Central FM Radio

201-203 High Street
Falkirk FK1 1BU
Tel: 01324 611164
Fax: 01324 611168
news@centralfm.co.uk
www.centralfm.co.uk

Talk 107 Radio

9 South Gyle Crescent
Edinburgh Park
Edinburgh EH2 9EB
Tel: 0131 3163107
studio@talk107.co.uk or
info@talk107.co.uk
www.talk107.co.uk

River FM Radio (Bo'ness Area)

Stadium House
Alderstone Road
Livingston
West Lothian EH54 7DN
Tel: 01506 410411
Fax: 01506 420972
office@riverfm.co.uk
www.river-fm.com

Information in this pack may change or be updated over time. If you would like to receive updated fact sheets as they become available, please contact the Community Litter Officer on 01324 504433 or litterzone@falkirk.gov.uk

If you would like a copy in community languages, braille, large print or audio-tape call 01324 504433.

هذه الوثيقة متاحة عند الطلب
في اللغات الأخرى في المجتمع.

01324 504433
01324 504433
01324 504433

ਦਿਹ ਪਟਵਰ ਮਾਮੂ ਦੀਆਂ ਦਿਹ
ਭਾਸ਼ਾਵ ਵਿਚ ਪਟਵਰ ਤੇ (ਮਿਲਦਾ ਹੈ)

یہ دستاویز درستی کو یقینی بنانے کے لیے ترمیم کی ضرورت ہے

