

Equality and Diversity Support

Black and Minority Ethnic (BME) Communities

Fata He BME Development Ltd - Provides support and facilitates capacity building amongst BME communities in Devon

Contact: Fata He, The Welcome Hall, Devonport, Plymouth, PL1 4DW

Tel: 01752 607853 **Website:** www.fatahe.com

Devon Racial Equality Council - Provides information, help and advocacy for people from BME backgrounds, and supports BME-led organisations and groups in Devon

Contact: DREC, 15 York Road, Exeter, EX4 6BA **Tel:** 01392 422566

Email: devonrec@devonrec.org.uk **Website:** www.devonrec.org.uk

Lesbian, Gay, Bi-sexual and Transgender (LGBT) People

The Intercom Trust - Provides a wide range of confidential support and help for all kinds of LGB and Trans community groups and projects across Devon

Contact: The Intercom Trust, PO Box 285, Exeter, EX4 3ZT **Tel:** 01392 201015

Email: lynx@intercomtrust.org.uk **Website:** www.intercomtrust.org.uk

People with Physical and/or Sensory Disability and Deaf People with Sign Language

Living Options Devon - works to improve services, equality of opportunity and social inclusion, including co-ordinating consultation processes and providing support/advice to a range of organisations in Devon

Contact: Isca House, Haven Road, Exeter EX2 8DS **Tel:** 01392 459222

Email: info@livingoptions.org **Website:** www.livingoptions.org

Older People

Age Concern Devon - Offers a holistic range of information/advice, support and funding to groups and networks across Devon

Contact: Age Concern Devon, 6/7 Southernhay West, Exeter, EX1 1JG

Tel: 01392 250085 **Email:** info@ageconcerndevon.co.uk

Website: www.ageconcern.co.uk

Young People

Voluntary Youth Services (Devon) Provides the youth sector with practical help, a voice, networking opportunities, and focuses on enhancing policy and sharing best practice across Devon

Contact: Voluntary Youth Services (Devon), YFC Centre, Retail Park Close, Marsh Barton Road, Exeter, EX2 8LG **Tel:** 01392 250976

Email: admin@vysdevon.org.uk **Website:** www.vysdevon.org.uk

A Guide to Sources of Support for Small Voluntary & Community Organisations in Devon



If you would like a copy of the text of this leaflet in larger print, please call 01392 205800

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District Based Organisations

East Devon

East Devon Council for Voluntary Service - Provides information, support, advice and training to voluntary organisations and community groups working in East Devon

Contact: East Devon CVS, Newholme Volunteer Centre, Northcote Lane, Honiton, EX14 1NH
Tel: 01404 549045 **Website:** www.edvsa.org.uk

Exeter

Exeter CVS - Provides information, support, advice and training to voluntary organisations and community groups working in Exeter

Contact: Exeter Council for Voluntary Service, Wat Tyler House, King William Street, Exeter, EX4 6PD
Tel: 01392 202055 **Email:** cvs@exetercvs.org.uk
Website: www.exetercvs.org.uk

Exeter Community Initiatives - Provides support to a wide range of community groups/networks with a particular focus on disadvantaged areas, and BME groups across Exeter

Contact: Exeter Community Initiatives, 14 York Road, Exeter, EX4 6BA **Tel:** 01392 205800
Email: info@eci.org.uk **Website:** www.eci.org.uk



Mid Devon

Involve (Mid Devon CVS & VB) - Develops, supports, empowers and promotes the voluntary and community sector across Mid Devon, and volunteering across the Tiverton and Cullompton areas

Contact: Involve, 1st Floor, 28 Gold St., Tiverton, EX16 6PY **Tel:** 01884 255734 **Email:** Office@involve-middevon.org.uk **Website:** www.involve-middevon.org.uk

North Devon

North Devon Voluntary Services - Provides information, support, advice and training to voluntary organisations and community groups working in North Devon

Contact: NDVS, 25 Castle Street, Barnstaple, EX31 1DR **Tel:** 01271 326700
Email: ndvs@btconnect.com
Website: www.dacvs.org.uk/ndvaf



South Hams

South Hams Council for Voluntary Service - Offers advice, information and training to help local voluntary organisations, community groups and charities to flourish

Contact: South Hams CVS, The Cottage, Follaton House, Plymouth Road, Totnes, TQ9 5NE
Tel: 01803 862266 **Email:** cvs@southhamscvs.org.uk **Website:** www.southhamscvs.org.uk

Teignbridge

Teignbridge Council for Voluntary Service - Develops, supports, empowers and promotes the voluntary and community sector, and volunteering across Teignbridge

Contact: Teignbridge CVS, Maltings Resource Centre, Teign Road, Newton Abbot, TQ12 4AA
Tel: 01626 203050 **Email:** mail@teigncvs.org.uk **Website:** www.teigncvs.org.uk



Torrige

Torrige Voluntary Services - Provides a range of support/advice to disadvantaged local people and to community groups/projects in Torrige

Contact: Torrige Voluntary Services, 14 Bridgeland Street, Bideford, EX39 2QE **Tel:** 01237 425554
Email: administrator@torridgecvs.org.uk
Website: www.torridgecvs.org.uk

West Devon

Tavistock & District CVS - Supports, promotes and develops local voluntary action, and operates a volunteering brokerage service

Contact: Tavistock & District CVS, 7 King Street, Tavistock, PL19 0DS **Tel:** 01822 618224
Email: info@tavistockcvs.org.uk
Website: www.tavistockcvs.org.uk

Okehampton & District CVS & Volunteer Centre - Provides information, support, advice and training to voluntary organisations and community groups working in Okehampton and surrounding districts

Contact: Okehampton & District CVS, The Carlton Centre, St James Street, Okehampton, EX20 1DW
Tel: 01837 53392 **Email:** info@okehamptoncvs.org.uk **Website:** www.okehamptoncvs.org.uk

Westden - Provides support for people to plan projects, find funding, organise meetings, canvass opinion and produce business plans in order to improve their community

Contact: Westden, Park Barn, Coryton, Nr. Okehampton, EX20 4PG **Tel:** 0845 345 5077
Email: info@westden.co.uk **Website:** www.westden.co.uk

Specialist Organisations

Churches

Council for Church & Society - Promotes awareness, action and engagement with Devon's churches on social, economic and environmental issues

Contact: Council for Church & Society, The Old Deanery, The Cloisters, Exeter, EX1 1HS
Tel: 01392 294940 **Email:** ccs@exeter.anglican.org **Website:** www.exeter.anglican.org

Funding

Devon Community Foundation - Provides grants (£50 - £10,000) to voluntary and community groups in Devon and builds endowed funds to support its grant making activity

Contact: Devon Community Foundation, The Factory, Leat Street, Tiverton, EX16 5LL
Tel: 01884 235887 **Email:** info@devoncf.com **Website:** www.devoncf.com

Information and Communication Technology (ICT)

Cosmic - Provides IT training, website production, IT consultancy and tech support to voluntary and community organisations across Devon

Contact: COSMIC, Ridgeway House, Ridgeway, Ottery St Mary, EX11 1DT **Tel:** 01404 813226
Email: info@cosmic.org.uk **Website:** www.cosmic.org.uk

Play

Devon Play Association (devonplay) - Develops and promotes good practice in play through providing specialist information, consultation, training and advice to groups and through development of projects

Contact: devonplay, c/o Community Council of Devon, County Hall, Topsham Road, Exeter, EX2 4QB **Tel:** 01392 383221 **Email:** team@devonplay.co.uk **Website:** www.devonplay.co.uk

Playing Fields

Devon Playing Fields Association - Provides support, information, advice and grant aid for organisations who are responsible for managing outdoor sport and play facilities in Devon

Contact: Devon Playing Fields Association, c/o Community Council of Devon, County Hall, Topsham Road, Exeter, EX2 4QB **Tel:** 01392 383443
Email: info@devonrcc.org.uk
Website: www.devonrcc.org.uk



Rural Communities

Community Council of Devon - Provides support for community groups and organisations in rural communities through helping them plan and implement an improved quality of life for all. Services include start up, advice, community consultation, social enterprise development, inclusion, learning and training

Contact: Community Council of Devon, County Hall, Topsham Road, Exeter, EX2 4QB
Tel: 01392 382533 **Email:** info@devonrcc.org.uk **Website:** www.devonrcc.org.uk

Volunteering

All Volunteer Centres have six key areas of work which are: 1) Brokerage (matching people with appropriate opportunities); 2) Marketing Volunteering; 3) Good Practice Development; 4) Develop Volunteering Opportunities; 5) Policy Response and Campaigning; 6) Strategic Development of Volunteering

Volunteer Centre Crediton

Contact: The Old Surgery, 55 The High Street, Crediton, EX17 3JX **Tel:** 01363 777711
Email: info@volunteercentrecrediton.org.uk

Dawlish & East Teignbridge Volunteer Centre

Contact: The Manor, Old Town Street, Dawlish, EX7 9AW **Tel:** 01626 888321
Email: dawlishvb@care4free.net

East Devon, Volunteer Centre

Contact: East Devon CVS, Newholme Volunteer Centre, Northcote Lane, Honiton, EX14 1NH
Tel: 01404 549045 **Website:** www.edvsa.org.uk

Exeter Volunteer Centre

Contact: Exeter Volunteer Centre, Exeter Council for Voluntary Service, Wat Tyler House, King William Street, Exeter, EX4 6PD **Tel:** 01392 202055 **Email:** volunteercentre@exetercvs.org.uk
Website: www.exetercvs.org.uk

INVOLVE- Mid Devon (Tiverton & Cullompton), Volunteer Centre

Contact: Involve, 28 Gold Street, Tiverton, EX16 6PY **Tel:** 01884 255734
Email: volunteering@involve-middevon.org.uk **Website:** www.involve-middevon.org.uk



North Devon Voluntary Services

Contact: NDVS, 149 High Street, Ilfracombe, EX34 9EZ
Tel: 01271 866300 **Email:** volunteer-centre@tiscali.co.uk
Website: www.ilfracom.org.uk

Okehampton & District CVS & Volunteer Centre

Contact: The Carlton Centre, St James Street, Okehampton, EX20 1DW **Tel:** 01837 55047
Email: vcentre@okehamptoncvs.org.uk
Website: www.okehamptoncvs.org.uk

Tavistock Volunteer Centre

Contact: 7 King Street, Tavistock, PL19 0DS
Tel: 01822 618224 **Email:** info@tavistockvc.org.uk
Website: www.tavistockvc.org.uk

Teignbridge Volunteer Centre

Contact: Teignbridge Volunteer Centre, Maltings Resource Centre, Teign Road, Newton Abbot, TQ12 4AA **Tel:** 01626 203050 **Email:** volunteercentre@teigncvs.org.uk
Website: www.teigncvs.org.uk

Torrige Volunteer Centre

Contact: 14 Bridgeland Street, Bideford, EX39 2QE
Tel: 01237 421580 **Email:** torridgevc@torridgecvs.org.uk
Website: www.torridgecvs.org.uk

Torrige Volunteer Centre (Holsworthy Branch)

Contact: 1st Floor, Manor Offices, Holsworthy, EX22 6OJ **Tel:** 01409 254484

Torrige Volunteer Centre (Torrington Branch)

Contact: 22 Cornmarket Street, Torrington, EX38 8AA **Tel:** 01805 625614
Email: torridgevc@torridgecvs.org.uk
Website: www.torridgecvs.org.uk



Why has this leaflet been produced?

This leaflet has been produced to provide a basic guide to many of the sources of support that are available to small community groups and organisations from other voluntary organisations throughout Devon.

Voluntary and community sector (VCS) organisations which provide support to other groups are sometimes known as 'infrastructure bodies', and a number of these organisations have come together to form the Devon Consortium which has overseen the production of this leaflet.

What kinds of support are available?

Whether you are a new group just starting out or a well-established organisation, you may want support with any or all of the following areas:

Governance of your Organisation:

Do you need?

Help with drawing up or amending a set of agreed rules or constitution

Information about the roles of the Chair, Treasurer and Secretary

Information about the different types of organisation you can now become and how to register

Help with developing policies and procedures

Guidance on the various legal responsibilities of running an organisation

Help in coping with other legislation and regulation

Or are you?

A new trustee and feel unsure about what commitments you have entered into

New to Chairing and feel unskilled for the role and would like training on how to manage a meeting

New to taking minutes and would like training on how to do this

Financial Management:

Do you need?

Training on preparing a budget

Training on keeping accounts and drawing up annual accounts

Support with developing good financial procedures

Employing People:

Do you need?

Training on employment law and what staff records to keep

Support with recruitment practice and procedures

Help with developing policies and procedures

Help with staff development and training needs

Volunteering:

Do you need?

Guidance on developing best practice in the recruitment and management of volunteers

Guidance on best practice when deploying volunteers to work with individuals or organisations

Help with providing on-going appropriate support and training for volunteers

Organisational and Project Development:

Do you need?

Help with writing a Business Plan

Help with developing new projects

Help with making your organisation more sustainable

Funding Advice and Support:

Do you need?

Help with filling out a funding application

Help with identifying possible sources of funding

Promoting your Organisation:

Do you need?

Courses in designing promotional materials, including websites

Guidance on writing press releases

Obtaining Community Support:

Do you need?

To find out how your activities fit in with community needs

To demonstrate community support for your activity

To reach out to those with particular needs

Advocacy and Representation:

Do you need?

Help with understanding how to work with statutory authorities

To know how to make your views known to key decision makers in your area

Guidance on all the changes within national and local government affecting the voluntary sector

Specialist Support in Working With Particular Groups:

Do you need?

Help in understanding the needs of Black and Minority Ethnic (BME) communities

Help in working more effectively to involve young people

Help in setting up a service for older people

Who can help with what?

Throughout the county, there are a variety of different voluntary organisations that can offer support to you and your group, either directly or by signposting you to another source of help. The district-wide organisations are able to provide more general help with the majority of the areas of support that are listed in this leaflet. By contrast, the countywide and equality and diversity support organisations tend to be specialists. The brief description of the work that they do will help you to identify if they can be of assistance to you and your group or whether you need the more general support of one of the district based organisations.

The leaflet is as comprehensive as possible at the time it was compiled, but inevitably details change quite rapidly, and it is not always easy to decide which organisations to include or not. For more up-to-date information, you may want to refer to the web sites of some of the organisations listed.