



- Do you need to develop as a more effective Committee, Board, Trustees?
- Do you need to introduce more effective monitoring and evaluating systems?
- Do you need to develop a strategic/business/ action plan for your organisation?
- Do you need to improve your chances of making successful funding applications?

Then contact us to see how we can assist you.

For more information contact:

**the hub
your community
action centre**

**24-26 Friars Vennel
Dumfries DG1 2RL**

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***Contact us if you require this
leaflet in an alternative format***



the hub Dumfries and Galloway

A Scottish Charitable Incorporated
Organisation Scottish Charity
Number SC043384

*We are funded by
Dumfries and Galloway Council*

the hub – your community action centre is for community groups, voluntary organisations and social enterprises who need affordable, accessible office accommodation with development support to set up and deliver their services.

Meeting rooms are also available to book at competitive hourly rates. We deliver a range of projects and services that assist people in our local communities



Your community action centre

Training Workshops

***Make use of
the experience and
skills of the hub team!***

Contact the hub if your group needs funding for training or to register your interest in workshops

Training	Content of workshops	Duration	Cost—voluntary organisations (cost—other agencies)
Legal Structures	Choosing the appropriate legal structure: <ul style="list-style-type: none"> • Community Benefit Company • Constituted group • Scottish Charitable Incorporated Organisation • Becoming a charity • Incorporation 	3 hrs	£150 (£250) Per group session for up to 12 participants
Prove, Improve, Impact	How to monitor, evaluate and implement best practice: <ul style="list-style-type: none"> • Outputs, Outcomes, Impacts • Learning, Evaluation & Planning (LEAP) • Quality Assurance e.g. PQASSO & Keystone systems 	3 hrs	£150 (£250) Per group session for up to 12 participants
Strategic Planning/ Business Planning/ Action Planning	How to develop and grow your organisation: <ul style="list-style-type: none"> • Developing action plans and milestones • Organisational health checks • Developing a business plan • Project management 	3 hrs	£150 (£250) Per group session for up to 12 participants
Committee Skills & Governance	How to effectively manage your organisation: <ul style="list-style-type: none"> • Roles and responsibilities of a Committee/Board member • Roles and responsibilities of a Charity Trustee • Financial management • Effective meetings - minutes/agendas • Governance 	3 hrs	£150 (£250) Per session for up to 12 participants
Community Engagement	How to identify community needs: <ul style="list-style-type: none"> • Community engagement and participation • Participatory Action Learning tools and methods • Community surveys 	3 hrs	£150 (£250) Per session for up to 12 participants
Making Successful Funding Applications	<ul style="list-style-type: none"> • How to write successful funding applications • Developing full cost recovery budgets 	3 hrs	£150 (£250) Per session for up to 12 participants