

# VAN Briefing

The voice of the Voluntary Arts

## Useful information and contacts for setting up and running a voluntary arts group

If you are setting up a voluntary arts group, this briefing will provide you with a space to record the names and contact details of helpful people and services. If you already have an established group, you may find that displaying your main contacts on a wall chart gives you a useful visual reference to the people with whom you are currently in contact, and may even help you to identify new contacts.

The briefing is designed so you can put it on your wall, ensuring that the information is always close at hand. If you need to replace it, you can download another from the VAN website at [www.voluntaryarts.org/briefings](http://www.voluntaryarts.org/briefings) or write to the VAN office.

The following sections explain the importance of the various contacts set out on the reverse of this briefing. For more details about any of the issues covered here, visit the RYG section of the VAN website at [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).

### Running Your Group

Do you need advice on the various aspects of setting up and running a voluntary arts group? Or perhaps you have the know-how to be able to help others? This section of the VAN website contains up-to-date information and signposting designed to answer your most common questions. And now there is a brand new interactive element – an electronic form for you to add your own contributions or flag up useful information.

Start accessing and contributing today at [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).



Running  
Your  
Group

### A. Who might be interested in helping you?

**1. Voluntary Arts Network** – VAN is the development agency for the voluntary arts in the UK and Republic of Ireland. We promote participation and provide support for individuals, groups and umbrella bodies, through our website, publications, training, advocacy and more. There are five teams operating across the UK and Ireland. Four of the teams' work focuses on issues and

organisations specific to their respective nations; the fifth team focuses on UK-wide umbrella or lead bodies:

#### Voluntary Arts England

PO Box 1056, Newcastle-upon-Tyne NE99 1UE  
T: 0191 230 4464 E: [info@vaengland.org.uk](mailto:info@vaengland.org.uk)  
[www.vaengland.org.uk](http://www.vaengland.org.uk)

#### Voluntary Arts Ireland

(covers both the Republic of Ireland and Northern Ireland)  
12 English Street, Downpatrick, Co Down BT30 6AB  
T: 028/048 4483 9327 E: [info@vairland.org](mailto:info@vairland.org)  
[www.vairland.org](http://www.vairland.org)

#### Voluntary Arts Scotland

54 Manor Place, Edinburgh, EH3 7EH  
T: 0131 225 7355 E: [info@vascotland.org.uk](mailto:info@vascotland.org.uk)  
[www.vascotland.org.uk](http://www.vascotland.org.uk)

#### Voluntary Arts Wales

PO Box 200, Welshpool, Powys SY21 7WN  
T: 01938 556 455 E: [info@vaw.org.uk](mailto:info@vaw.org.uk)  
[www.vaw.org.uk](http://www.vaw.org.uk)

#### Voluntary Arts Link

121 Cathedral Road, Pontcanna, Cardiff CF11 9PH  
T: 029 20 395 395 E: [info@voluntaryarts.org](mailto:info@voluntaryarts.org)  
[www.voluntaryarts.org](http://www.voluntaryarts.org)

- 2. Voluntary arts umbrella or lead bodies** – these organisations, which are usually based around a particular art or craft form (e.g. **The Morris Federation** for Morris dancing) or a particular community (e.g. **Shape** for deaf and disabled artists) are open to membership by groups, individuals or both. There are many benefits to belonging to a voluntary arts umbrella or lead body, from networking and advice to training events and conferences. Many umbrella bodies have magazines or journals to keep you up-to-date with developments in your field. Some even provide legal advice or a discounted insurance scheme for members. Contact your nearest Voluntary Arts Network office to find out which umbrella bodies are relevant to you.
- 3. Local groups similar to you** – having contacts with groups in your area doing similar (but not necessarily the same) things as you can be hugely beneficial. They can provide invaluable local knowledge on anything from suppliers to the best places to advertise. You might want to help foster good relations by sending them a free invitation to an event or opening, or by offering them an area in your venue to showcase what they do.
- 4. Local MP/MSP/AM/MLA/TD** – contacting your area's government representative is a good way to raise awareness of issues important to your group, at both a local and a national level. Having them attend your events can be a really good public relations opportunity, especially if they are quoted as supporting the work you do.

The **WriteToThem** website allows you to contact your



Councillors, MP, MEP, MSP, or Northern Ireland, Welsh and London AM – [www.writetothem.com](http://www.writetothem.com). Details of Republic of Ireland TDs can be found at [www.oireachtas.ie/members-hist](http://www.oireachtas.ie/members-hist).

**5. Local Councils** – these deal with a range of local issues from business rates and entertainment licensing to waste collection and library services. There are many reasons why you might need to contact them about issues affecting you locally.

The Directgov website contains contact details for all local Councils in the UK – [www.direct.gov.uk/en/D11/Directories/LocalCouncils](http://www.direct.gov.uk/en/D11/Directories/LocalCouncils). For the Republic of Ireland, these can be found at [www.environ.ie/en/LocalGovernment/LocalGovernmentAdministration/LocalAuthorities](http://www.environ.ie/en/LocalGovernment/LocalGovernmentAdministration/LocalAuthorities).

**6. Local Authority arts/culture/leisure offices** – these are usually part of, or allied with, your local Council, ranging from a single officer with responsibility for arts development to a large team with specialisms such as art form development or the creative industries. They can help support your work through advice and information, publicity and promotion, and even small grants. Contact your local Council switchboard for more information.

**7. Regional development agencies** – your area may have an agency set up to help develop its economy. In England there are RDAs ([www.englishrdas.com](http://www.englishrdas.com)) and certain areas elsewhere have their own initiatives, e.g. LEADER, Neighbourhood Renewal. They work with partners to build on their region's natural assets and resources, develop the knowledge-based economy, revitalise places and meet the needs of regional businesses.

**8. Arts Councils** – these bodies promote the arts by allocating government funding for organisations, groups and individuals, and by organising regional and national events and initiatives. There are many ways your Arts Council can help you, not least through a range of funding schemes. Contact details for your local Arts Council office can be found on the main Arts Councils websites:

- **Arts Council England** – [www.artscouncil.org.uk](http://www.artscouncil.org.uk)
- **Arts Council of Northern Ireland** – [www.artscouncil-ni.org](http://www.artscouncil-ni.org)
- **Arts Council / An Chomhairle Ealaíon (Republic of Ireland)** – [www.artscouncil.ie](http://www.artscouncil.ie)
- **Scottish Arts Council** – [www.scottisharts.org.uk](http://www.scottisharts.org.uk)
- **Arts Council of Wales** – [www.artswales.org.uk](http://www.artswales.org.uk)

## B. Funding and finance

**9. Funders** – some groups are self-funding and make their money through ticket sales, membership fees or sponsorship. For those who receive funding from foundations, trusts, their Arts Council or their Local Authority, this is the place to record them.

The Running Your Group, 'current funding' and 'archive funding' sections of the VAN websites contain links to funding bodies throughout the UK and Republic of Ireland.

VAN Briefing 91 – **How to write a successful funding application** is available to download for free from the VAN website at [www.voluntaryarts.org/briefings](http://www.voluntaryarts.org/briefings).

**10. Bank** – record your bank contact details here, but for security reasons don't write down your account number, and never write down your pin number or internet banking passwords.

For more information about banking and finance for voluntary arts groups, visit the finance section of Running Your Group – [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).

**11. Accountant** – you may use an accountancy company, a free-lance accountant, or you may have a staff member or volunteer who does your accounts for you. Record their details here. VAN Briefing 88 – **Glossary of Accounting and Financial Terms for the Voluntary Arts** is available from the VAN website at [www.voluntaryarts.org/briefings](http://www.voluntaryarts.org/briefings).

**12. Insurance providers** – you may have one or more insurance companies or brokers providing your insurance. Keep your policy documents safe and record your policy numbers here. You need to display proof of liability at your office so why not pin it next to this chart?

VAN has just published Briefing 118 – **Insurance for voluntary arts groups**, which accompanies this checklist, and is also available to download from the VAN website at [www.voluntaryarts.org/briefings](http://www.voluntaryarts.org/briefings).

## C. Volunteering

**13. Volunteering centres** – these are the local agencies that promote and develop volunteering. You can use them to help find volunteers for one-off events or for longer-term placements.

To find the contact details of your local volunteer centre, contact your national volunteering development agency or voluntary sector council:

- **Volunteering England** – [www.volunteering.org.uk](http://www.volunteering.org.uk)
- **Volunteer Development Agency, Northern Ireland** – [www.volunteering-ni.org](http://www.volunteering-ni.org) or
- **Volunteer Centres Northern Ireland** – [www.volunteernow.co.uk](http://www.volunteernow.co.uk)
- **Volunteer Centres Ireland** – [www.volunteer.ie](http://www.volunteer.ie)
- **Volunteer Development Scotland** – [www.vds.org.uk](http://www.vds.org.uk)
- **Wales Council for Voluntary Action** – [www.wcva.org.uk](http://www.wcva.org.uk)

**14. Local council voluntary/community services** – in certain areas of the UK and Ireland, these are set up to provide a range of development and support services to voluntary organisations on a local level. Contact your local Council switchboard to see whether you have one in your area.

**15. National voluntary sector councils** – these bodies represent the voluntary and community sector (VCS) in each of their respective nations. They provide a wealth of information and training opportunities for voluntary arts groups, with discounted services for members.

- **The National Council for Voluntary Organisations (England)** – [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk)
- **Northern Ireland Council for Voluntary Action** – [www.nicva.org](http://www.nicva.org)
- **The Wheel (Republic of Ireland)** – [www.wheel.ie](http://www.wheel.ie)
- **Scottish Council for Voluntary Organisations** – [www.scvo.org.uk](http://www.scvo.org.uk)
- **Wales Council for Voluntary Action** – [www.wcva.org.uk](http://www.wcva.org.uk)

## D. Constitutions

**16. National charities regulators** – these regulate the administration and affairs of registered charities. If you wish to register your group as a charity, you will need to contact your national charities regulator.

For more information, visit the starting a group and governance sections of Running Your Group at [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).

- **The Charity Commission for England and Wales** – [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- **The Office of the Scottish Charity Regulator (OSCR)** – [www.oscr.org.uk](http://www.oscr.org.uk)  
**Note:** no charities regulators exist in Northern Ireland and the Republic of Ireland currently, but these are the key contacts:
- **Northern Ireland Council for Voluntary Action** – [www.nicva.org](http://www.nicva.org)
- **The Wheel (Republic of Ireland)** – [www.wheel.ie](http://www.wheel.ie)
- **The Irish Revenue Commissioners (Republic of Ireland)** – [www.revenue.ie](http://www.revenue.ie)

**17. National companies regulators** – these bodies hold details on all registered companies within their area, and advise companies on the laws and regulations governing them. If you wish to register your group as a company, you will need to contact your national company regulator.

For more information, visit the starting a group and governance sections of Running Your Group at [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).

- **Companies House (England, Wales and Scotland)** – [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)
- **Companies Registry NI** – [www.companiesregistry-ni.gov.uk](http://www.companiesregistry-ni.gov.uk)
- **Companies Registration Office, Ireland** – [www.cro.ie](http://www.cro.ie)



## E. Venues and equipment

- 18. Venues and facilities to rent** – if you rent local venues and facilities, record their contact details here.
- 19. Equipment hire (costumes, instruments etc.)** – if you rent equipment.

## F. Marketing and media

- 20. Local media** – local media, whether it is the newspapers, radio, television or websites, are a great way to get your message across to your community. Local telephone directories usually carry their contact details. For tips on working with the press, visit the marketing and publicity section of Running your Group – [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).
- 21. Free websites where you can advertise** – as well as local websites linked to local papers and radio and television stations, try independent local 'What's On'-style events listing websites and national artform-specific or sector-specific websites, including that of your national umbrella body.  
You can also list your arts and training events free of charge on any of the VAN websites. These will be featured both on the site and in the electronic newsletters delivered to thousands of recipients all across the UK and Republic of Ireland. Just go to 'arts events' or 'training and workshops' and click 'add an event'.
- 22. Local libraries** – are great for advertising your services to the local community. Perhaps you could also set up an art or craft display there. In England, Scotland and Wales contact your local Council switchboard for the contact details of your local library. In Northern Ireland visit [www.ni-libraries.net](http://www.ni-libraries.net). In the Republic of Ireland visit [www.libraries.ie](http://www.libraries.ie).

## G. Health and Safety

- 23. National Health and Safety regulators** – these bodies provide information and advice on health and safety and the regulations surrounding it.  
For links to more information on health and safety for voluntary arts groups, visit the staff section of Running your Group – [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg).
- **Health and Safety Executive (UK)** – [www.hse.gov.uk](http://www.hse.gov.uk)

- **Health and Safety Executive Northern Ireland** – [www.hseni.gov.uk](http://www.hseni.gov.uk)
- **Health and Safety Authority (Republic of Ireland)** – [www.hsa.ie](http://www.hsa.ie)

- 24. National criminal disclosures authorities** – for information on your duties regarding the protection of children and vulnerable adults your group comes into contact with, visit the participation section of Running Your Group – [www.voluntaryarts.org/ryg](http://www.voluntaryarts.org/ryg) and download VAN Briefing 109 – **Child Protection Part III – An Update** from [www.voluntaryarts.org/briefings](http://www.voluntaryarts.org/briefings).
- **Criminal Records Bureau (England and Wales)** – [www.crb.gov.uk](http://www.crb.gov.uk)
  - **Disclosure Scotland** – [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)
  - **Central Registered Body in Scotland (CRBS)** – [www.crbs.org.uk](http://www.crbs.org.uk)
  - **Independent Safeguarding Authority (ISA)** – [www.isa.gov.uk](http://www.isa.gov.uk)
  - **Access NI** – [www.accessni.gov.uk](http://www.accessni.gov.uk)
  - **Garda Central Vetting Unit (Republic of Ireland)** – [www.garda.ie/050427300](http://www.garda.ie/050427300).  
For more information on the requirements for vetting in the Republic of Ireland, visit [www.childprotection.ie](http://www.childprotection.ie).

- 25. Criminal disclosures umbrella bodies** – if you use an umbrella body to process your criminal records disclosures, record it here.

- 26. Police station** – the number of your local police station is useful if you need to report a crime that is not an emergency situation, and for notifying of events or parades or seeking permission in relation to street collections. You should be able to find it in your local telephone directory.

## H. Key personnel

Record your contacts here. These may include key members of staff such as the manager or CEO, key volunteers, Board or management committee members such as the Chair, Treasurer or Secretary, and those with specific areas of responsibility such as health and safety and child protection.

Information contained here may go out of date and you are therefore advised to check its currency.  
Updated information may be available on the VAN website: [www.voluntaryarts.org](http://www.voluntaryarts.org)

**Disclaimer:** Reasonable precautions have been taken to ensure the information in this document is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith at the stated date but without accepting liability. We therefore recommend you take appropriate professional advice before taking action on any of the matters covered herein.

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However, we do encourage members of the voluntary arts sector to copy and disseminate this material for non-commercial purposes.

If you wish to do so, please send details of your requirements to [info@voluntaryarts.org](mailto:info@voluntaryarts.org).

We also ask that you acknowledge VAN wherever such material is used.

**Do you need this publication in an alternative format?**  
Contact T: 029 20 395 395 E: [info@voluntaryarts.org](mailto:info@voluntaryarts.org)

### VOLUNTARY ARTS NETWORK



The Voluntary Arts Network, Ground floor, 121 Cathedral Road, Pontcanna, Cardiff CF11 9PH  
T: 029 20 395 395 E: [info@voluntaryarts.org](mailto:info@voluntaryarts.org) W: [www.voluntaryarts.org](http://www.voluntaryarts.org)

The Voluntary Arts Network is registered in Scotland as Company No. 139147 and Charity No. SC 020345.  
VAN acknowledges funding from the Arts Councils of England, Northern Ireland, Scotland and Wales.  
Registered office: 2nd Floor, 54 Manor Place, Edinburgh EH3 7EH.



# USEFUL INFORMATION AND CONTACTS

## A. Who might be interested in helping you?

### 1. Nearest Voluntary Arts Network office is:

Its postal address is:

Its telephone number is:

Its website address is:

Its email address is:

### 2. Voluntary arts umbrella or lead body is:

Its postal address is:

Its telephone number is:

Regional representative in the umbrella body is:

His/her telephone number is:

His/her email address is:

### 3. Other local groups similar to us are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

### 4. Local MP/MSP/AM/MLA/TD is:

His/her contact details are:

### 5. Local Council is:

Its postal address is:

Its telephone number is:

Council leader/Councillor is:

His/her telephone number is:

His/her email address is:

### 6. Local Authority arts/culture/leisure office is:

Its postal address is:

Its telephone number is:

Its website address is:

Local Authority arts officer is:

His/her telephone number is:

His/her email address is:

### 7. Regional development agency is:

Its postal address is:

Its telephone number is:

Contact there is:

His/her telephone number is:

His/her email address is:

### 8. Nearest Arts Council office is:

Its postal address is:

Its telephone number is:

Contact there is:

His/her telephone number is:

His/her email address is:

## B. Funding and finance

### 9. Funders are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

### 10. Bank is:

Its postal address is:

Its telephone number is:

Account manager there is:

His/her telephone number is:

His/her email address is:

### 11. Accountant is:

His/her telephone number is:

His/her email address is:

### 12. Insurance providers are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.
2.
3.

Policy types are:

1.
2.
3.

Policy numbers are:

1.
2.
3.

Contacts there are:

1.
2.
3.

Their telephone numbers are:

1.
2.
3.

Their email addresses are:

1.
2.
3.

## C. Volunteering

### 13. Nearest volunteering centre is:

Its postal address is:

Its telephone number is:

Contact there is:

His/her telephone number is:

His/her email address is:

### 14. Nearest Local Council voluntary/community service is:

Its postal address is:

Its telephone number is:

Contact there is:

His/her telephone number is:

His/her email address is:

### 15. National voluntary sector council is:

Its postal address is:

Its telephone number is:

Its website address is:

## D. Constitutions

### 16. The charities regulator is:

Its postal address is:

Its telephone number is:

Its website address is:

### 17. The companies regulator is:

Its postal address is:

Its telephone number is:

Its website address is:

## E. Venues and equipment

### 18. Venues and facilities available to rent are:

1.
2.
3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Details of venues:

1.

2.

3.

Contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

### 19. Equipment hire companies are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

## F. Marketing and media

### 20. Local newspapers are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Editorial contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

Arts correspondent contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

Advertising contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

Local radio stations are:

1.

2.

3.

Their postal addresses are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Editorial contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

1.

2.

3.

Arts correspondent contacts there are:

1.

2.

3.

Their telephone numbers are:

1.

2.

3.

Their email addresses are:

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