

Appendix A. Calderdale Functional Review	Generic		Functional				Sub sector		Geographical			
	Voluntary Action Calderdale	Calderdale Community Forum	Community Foundation for Calderdale	Fit for Funding	PERS	WYCAS	Halfax Opportunities Trust	RAY	Acorn Project	Ground Floor Project and DOT-COMMunications	North Halifax Partnership	Todmorden Together
Organisation												
Details of infrastructure support	General plus projects for rural, BME, Health and Social Care	General - Networks for CYP, Health and Social care	Grant making - West Yorks	Funding - West Yorks and national	HR and employment - West Yorkshire	Finance - West Yorks	Social Enterprise, Learning and Training, Employability and Business Support	Rural - West, North and South Yorkshire	Todmorden	Upper Calder Valley - support for all Calderdale	North and East Halifax	Todmorden (OL 14)
KEY												
Development Support – specialised advice and ongoing development support to groups												●
Advice/Referral – We can offer one-off advice / information and will signpost and/or refer groups if they require more specialised support or ongoing development support.												▲
We do not offer support on this topic												✘
General Organisational development												
Set up a new charitable/voluntary/community organisation or project	●	▲	✘	▲	▲	✘	✘	●	●	●	▲	▲
Set up a new social enterprise	▲	✘	✘	▲	▲	✘	●	▲	●	●	✘	✘
Review and develop their organisation and activities	●	▲	▲	●	▲	✘	▲	▲	●	●	✘	●
Carry out health checks	●	●	▲	▲	●	●	▲	▲	▲	●	✘	✘
Find out what support they need and where they can find it	●	●	▲	●	▲	●	▲	▲	●	●	▲	●
Governance												
Legal structures	●	▲	▲	✘	▲	▲	✘	▲	▲	●	✘	●
Writing Constitutions	●	▲	▲	▲	✘	✘	✘	▲	▲	●	✘	●
Recruiting and retaining committee members	●	▲	✘	✘	▲	✘	✘	▲	▲	▲	✘	▲
Board/Trustee responsibilities	●	✘	▲	▲	●	▲	✘	▲	▲	▲	▲	▲
Charity registration and law	●	✘	▲	✘	▲	▲	✘	▲	▲	●	✘	▲
Company registration and law	●	✘	✘	✘	▲	▲	✘	✘	▲	▲	✘	✘
Mergers	●	✘	▲	▲	●	✘	✘	✘	▲	✘	✘	✘
Closing the business	●	✘	▲	✘	●	▲	✘	✘	▲	▲	✘	●
Safeguarding Policies	▲	▲	▲	✘	▲	✘	▲	▲	▲	✘	✘	●
Risk and insurance, Health and Safety,	●	✘	▲	✘	●	▲	▲	▲	▲	▲	✘	▲
Equality and Diversity	●	✘	▲	▲	●	✘	▲	▲	●	▲	✘	●
Marketing												
Marketing	▲	▲	▲	▲	✘	✘	▲	▲	●	▲	✘	●

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Resources												
Getting new members and users involved	●	●	▲	✘	✘	✘	✘	▲	●	✘	▲	▲
HR/Employment Law and Polices	▲	▲	✘	▲	●	✘	▲	✘	▲	●	✘	✘
Recruiting and developing staff	▲	●	✘	✘	●	✘	▲	✘	▲	▲	✘	✘
Recruiting, managing and developing volunteers	●	✘	▲	▲	▲	✘	✘	✘	▲	✘	✘	▲
ICT Systems	✘	✘	✘	✘	✘	✘	●	✘	▲	●	✘	✘
Web site development	✘	▲	✘	✘	✘	✘	▲	✘	●	●	✘	✘
Finding and managing buildings and office space	▲	✘	▲	✘	✘	✘	●	●	●	▲	✘	▲
Monitoring and Evaluation												
Monitoring and Evaluation	●	▲	▲	●	✘	✘	▲	▲	▲	▲	✘	●
Quality Systems	●	▲	▲	▲	✘	✘	▲	✘	●	✘	✘	▲
Financial												
Financial Management	▲	✘	▲	▲	✘	●	▲	✘	▲	▲	✘	▲
Budgeting	▲	✘	▲	●	✘	●	▲	▲	▲	▲	✘	▲
Accounting systems and procedures	▲	✘	▲	▲	✘	●	▲	✘	▲	▲	✘	▲
Planning												
Action and Project planning	●	✘	▲	●	▲	✘	▲	▲	▲	▲	▲	✘
Writing a Business Plan	●	✘	✘	●	✘	✘	▲	▲	●	▲	✘	✘
Networking and Partnership												
Developing awareness of other organisations and networks	●	●	▲	●	▲	✘	▲	▲	●	▲	▲	●
Working in partnership with others to deliver services	●	●	▲	●	✘	✘	●	▲	●	●	▲	●
Carry out Community Consultation	▲	●	✘	✘	✘	✘	▲	●	●	✘	●	●
Funding												
Funding strategy and sources	●	✘	▲	●	✘	✘	▲	▲	▲	▲	✘	▲
Making funding applications	●	✘	▲	●	✘	✘	▲	▲	▲	✘	✘	▲
Social enterprise and trading	▲	✘	▲	●	▲	▲	▲	▲	●	●	✘	✘
Understanding commissioning and procurement	●	▲	✘	●	✘	▲	✘	✘	▲	✘	✘	✘
Developing Tenders	●	✘	✘	▲	✘	✘	✘	▲	●	✘	✘	✘
Negotiating contracts and SLA	●	✘	✘	●	▲	✘	✘	✘	●	▲	✘	▲

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KEY												
Provided free of charge	✓											
Provided at a charge	£											
Not provided	✗											
Practical Services and Facilities												
Payroll	✗	✗	✗	✗	✗	✗	✗	✗	£	£	✗	✗
Preparing Accounts	✗	✗	✗	✗	✗	£	✗	✗	£	✗	✗	✗
Independent examination	✗	✗	✗	✗	✗	£	✗	✗	✗	✗	✗	✗
Meeting Room hire	£	✗	£	£	✗	✗	✓	✗	£	£	✓	£
Office space	£	✗	£	£	✗	✗	£	✗	£	£	✗	£
Equipment hire	£	✗	✗	✗	✗	✗	£	✗	£	£	✗	✓
Translation and interpretation	✗	✗	✗	✗	✗	✗	✗	✗	£	✗	✗	✓
CRB Checks	£	✗	✗	✗	✗	✗	✗	✗	✗	✗	£	✗
ICT maintenance	✗	✗	✗	✗	✗	✗	✗	✗	✗	£	✗	✗
Admin and secretarial services	£	✗	✗	✗	✗	✗	£	✗	£	✗	✗	✓
Methods of Working												
Grants	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
Telephone help line and/or enquiry service	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✓
Information resources and web site	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗
Newsletter / ebulletin	✓	✓	✓	£	✓	✓	✓	✓	✓	✓	✓	✗
One to one advice and support from development worker,	✓	✓	✓	£	✓	✓	✓	✓	✓	✓	✓	✓
Mentoring	✗	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Surgeries	✓	✓	✓	✓	✗	✓	✗	✓	✗	✗	✗	✗
Bespoke training and workshops	£	✓	✓	£	£	✓	£	£	£	✗	✗	✓
Open training programme	£	✗	✗	£	✓	£	✗	✗	£	✗	✗	✗
Accredited training	✗	✗	✗	£	✗	✗	£	✗	£	✗	✗	✗
Elearning	✗	✗	✗	£	✗	✗	✗	✗	£	✗	✗	✗
Events and conferences	✓	✓	✓	✗	✗	✓	✓	£	£	✗	✗	✓