



the
LCVS

Capacity Building Team

Menu of Services

Helping you make a difference



LCVS | United Way

Capacity Building Team – Menu of Services

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151 Dale Street, Liverpool, L2 2AHTel: 0151 227 5177

Email: info@lcv.org.uk

Website: www.lcv.org.uk

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LCVS Capacity Building Team

Menu of Services

The capacity building team can provide advice and guidance on all of the matters referred to below. However, **we can now do things for you** – perfect for busy managers or trustees who don't have the time to do everything.

The following list details only a sample of the services we can provide. If the support you need is not mentioned below or you would like to discuss your needs in more detail, please ring (0151) 227 5177 and ask to speak to the capacity building team. Alternatively, email info@lcv.org.uk

LCVS also run a calendar of training events and can create tailor made “in-house” courses for you and your organisation. See www.lcv.org.uk for upcoming training opportunities.

See over for the service index

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Starting Up
Initial research into need
Consultation regarding legal structure
Drafting legal documents e.g. constitutions, trust deeds and articles of association
Completing registration forms
Liaising with statutory agencies
Dealing with bank accounts
Funding
Funding search
Pre-application advice
Reviewing draft applications (small/medium/large applications)
Project planning using funding template
Pre Qualification Questionnaire briefings
Reviewing draft pre-qualification questionnaires
Contract tender briefings
Reviewing pre-submission contract tenders
Writing grant applications for your organisation (small/medium/large)
Briefings on outcomes
Briefings on full cost recovery
Changing Legal Structure
Check the legal requirements
Plan a process for your organisation to follow

Drafting legal documents e.g. constitutions/trust deeds/articles of association
Completing registration forms
Liaising with statutory agencies
Organisational Health Checks
Conducting organisational health checks
Conducting subject specific health check e.g. Human resources/Marketing
Trustee/Director Recruitment and Induction
Inducting a new trustee/director to your organisation
Creating an effective trustee recruitment and induction process
Training Needs
Conducting a training needs analysis with trustees/directors and staff
Developing a learning plan for your trustees/directors and staff
Planning
Facilitated planning activity e.g. away/development days
Writing a business plan or sections of a business plan for your organisation
Developing a plan for individual projects
Creation of an event plan to support your events
Developing a business continuity plan for your organisation
Undertaking a feasibility study to test your ideas
Creating a plan for you to test the feasibility of your ideas yourself
Risk Assessment
Facilitation of risk assessment discussions with trustees/staff

Conducting a full risk assessment for your organisation
Project Development / Management
Developing an outline proposal for your project
Facilitating a discussion amongst trustees/directors and staff to aid decision making
Management of your organisations project
Creating a plan for your project
Risk assessing your project or your planned project
Event Management
Facilitating and managing your organisation's event
Creating a plan for your event
Community Consultation
Creating a plan for your consultation exercises
Facilitating a community consultation meeting
Creating a community consultation questionnaire
Undertaking community consultation on behalf of your organisation
Undertaking a consultation exercise with all main stakeholders of your organisation/project
Marketing and Promotion
Assessing your marketing activity and recommending improvements
Creating a marketing plan for your organisation/project
Staff Recruitment and Management
Drafting effective job adverts
Drafting job descriptions / person specifications to get the best applicants

Creating a recruitment process for your organisation
Preparing and supporting short listing
Preparing and supporting interview processes for your organisation
Completion of formalities
Preparing and supporting staff induction
Creating human resources systems e.g. disciplinary procedures
Policies and Procedures
Reviewing your organisations current policies and procedures
Creating new organisational policies and procedures e.g. supervision
Market Research / Evidence of Need
Undertaking a market / competitor analysis
Creating a plan for gathering evidence (supporting fundraising)
Partnership / Consortium Development
Planning the process for entering into a partnership/consortium
Investigating partnership opportunities
Promoting partnership opportunities
Facilitating discussion and negotiation between potential partners
Drafting partnership agreements or memoranda of understanding
Setting up a new organisation for the delivery of a new project
Feasibility Studies
Planning a process for testing project feasibility
Stakeholder consultation and involvement

Conducting research to support feasibility assessment
Facilitation of group discussion and decision making
Report preparation
Conducting a full feasibility study on behalf of your organisation/project
Monitoring and Evaluation
Reviewing your current monitoring and evaluation systems and suggesting improvements
Creating tailor made monitoring and evaluation systems, including the creation of registers / feedback resources / surveys
Creating a monitoring and evaluation timetable for your organisation
Meetings and Decision Making
Facilitating meetings to support trustee/director/member decision making
Planning and/or observing organisational meetings to ensure they are legal and effective
Drafting agendas for effective meetings
Minute taking support
Report writing support
Drafting legally compliant trustees, directors, members and written resolutions
Drafting terms of reference for sub-committees
Miscellaneous
Mediation services
Environmental impact assessments
Equalities impact assessments