

tasc FACTSHEET 2017

A few tips to get you started.

BEFORE YOU START

- ❖ If you are an organisation rather than an individual it makes life easier when asking for help and support from others, even more so if you require funding.
- ❖ It's fairly easy to set up a simple organisation, and advice can be had from [PAVO](#).
- ❖ TASC has gone one stage further and set itself up as a registered charity. This does allow it to access funds that it otherwise couldn't but it does involve certain legal obligations and filing annual returns with the Charity Commission.

WORKSHOPS

- ❖ Work out who you are aiming the workshops at. If you can do a bit of research beforehand, that can help. That might include:
 - Just asking people
 - Creating an on-line survey using free tools such as [Survey Monkey](#)
 - Talking to your workshop leader
- ❖ Think about the venue and choose one of the right size and price
- ❖ Plan refreshments if appropriate. Make sure people know what is being provided.
- ❖ Let people know the workshop is taking place! Posters, adverts and social media need thinking about.
- ❖ Do a written risk assessment and plan mitigation measures. This means minimising any hazards such as trailing wires, making sure that you have a plan regarding unaccompanied young people and know where a First Aid box is.
- ❖ Having Public Liability Insurance is a good idea. The venue's insurance won't cover any hazards you have created, such as blocking fire exits. TASC has Public Liability Cover of £5m as an associate member of the [English Folk Dance & Song Society](#) (EFDSS).

EVENTS LARGE OR SMALL

- ❖ The above points also apply to events. Probably not so easy to research, and even more important to get marketing and publicity well organised.
- ❖ Ticket arrangements usually need to be more formal than with workshops, particularly if you have a funder who wants to know the numbers attending.
- ❖ The EFDSS Public Liability Insurance only covers events up to 200 people. If you have gone down this route you need to be aware that anything larger should really have separate Public Liability Cover.

- ❖ One of the best schemes for providing financial support to promoting an event is the [Night Out Scheme](#) from the Arts Council of Wales. Very straightforward to use and takes much of the headache out of organising events. You will need to register with them. There is also a lot of useful information on their website about planning and publicity.
- ❖ Larger events and projects, and newer ones where you don't know how much interest there will be can benefit from funding. The [Arts Council of Wales](#) has a number of schemes.
- ❖ Other sources of funding are becoming scarce. Powys County Council no longer has the Community Development Fund which helped support TASC from 2003 to 2015. Other funders during that period were:
 - Laura Ashley Foundation (now the Ashley Family Foundation)
 - PRS Fund
 - Llysdinam Trust
 - Margaret & Gwendolin Davies Trust
 - Age Cymru (Gwanwyn)
 - Powys Musc Promotion Fund
 - ACW Small Projects Fund
 - ACW Training Grant
 - Powys Community Enablement Fund

AFTER YOU'VE FINISHED

It's a good idea to keep records – photographs and receipts – of what you do even if you haven't got to make reports to the Charity Commission or a funder. Being open and transparent is the best way to win friends. Let people know what you're doing and why.

You'll always get criticism, and it will sometimes be ill-informed and irrelevant, but it can often be useful. So whenever anybody wants to tell you what they think listen –and smile!