

WACA Resources (updated 11th September 2007):

Caring:

Branching out , Carers National Association (Book, C5)

Caring at Home , N Kohner (Book, C1)

Caring Together , J Wilson (Book, C4)

Couldn't Care More , J Frank (Book, C2)

The Carers Handbook , (Book, C3)

Catering:

Catering for Large Camps and Crowds , A Porch (Book, O6)

Central & Local Government: How Local Councils Can Promote Your Health and Environment , P Allen
(Book, CLG1)

Local Government , CSV (Book, CLG4)

Modern Local Government , HMSO (Book, CLG2)

The Childrens Act 1989 , DoH (Book, CLG3)

Children:

Country Children Count , (Book, CH5)

Developing Rural Childcare , RDC (Book, CH4)

Our Children our Future , HCC (Book, CH6)

Preventing Child Sexual Abuse , M Elliott (Book, CH1)

The Autistic Spectrum , HCC (Book, CH3)

The Contribution of Pre-schools to the Community , M Mcgivency (Book, CH2)

Communication:

Charity Newsletters , (Book, CM3)

How people and Organisations communicate , (Book, CM1)

Community Care:

Return to Community , C Higinbotham (Book, CC1)

Working Together for Better Community Care , P Smith et al (Book, CC2)

Community Safety:

Helping Communities Cope with Crime , S Hughes (Book, CS2)

Passport to Crime Reduction , Home Office (Book, CS1)

Culture:

Feng Shui , S Skinner (Book, O2)

Data Protection:

Barry's Bad Data Day , Data Protection (Video, V2)

Data Protection for Voluntary Orgs , Ticher Paul 1998 Data Protection act has implications for Voluntary organisations. Good Practice and handling personal information on computer or paper - is now a legal requirement. (Book)

Disability:

Disability and Discrimination , Blake Laphorne (Book, D3)

See it Right , RNIB (Book, D1)

See It Right , RNIB (Video, V5)

Working for Disabled People , (Book, D2)

Ethnic Issues:

Racism in Britain, NACVS (Book, BME1)

Evaluation:

Evaluation in the Voluntary Sector , M Ball (Book, E5)

How Well Are We Doing , CES (Book, E1)

Faith:

Local Interfaith Activity in the UK , Interfaith Network (Book, O1)

Finance:

Before Signing on the Dotted Line , NCVO All you need to know about procuring public sector contracts. (Book)

Full Cost Recovery: A guide and toolkit on cost allocation , ACEVO In this new guide the principles and importance of Full Cost Recovery are explained. (Book)

Funding our Future II: Understand and Allocate costs , ACEVO This manual is a tool to help third sector organisations calculate and review their costings. As such, it can provide a better basis for trust between our organisations and funders. (Book)

How to Manage Your Money, If You Have Any , Community Accountancy Project This guide is designed to give you a method of keeping books, ways of extracting information for your management committee and staff and, at the same time, satisfy accounting standards. (Book, GM1)

Funding:

A Guide to European Funding , DSC (Book, F8)

A Guide To Local Trusts , Gemma Lynch, Directory of Social Change (Book, F15)

But is it Legal , S Capper (Book, F11)

Fundraising with Modern Technology , K Gilchrist (Book, F10)

Getting Money for Contracts , S Adirondack & R Macfarlane (Book, F13)

Make Giving go Further , The Giving Campaign (Book, F1)

Raising Money for Women , Bowman & Norton (Book, F12)

The European Social Fund Finance Guide , ICOM (Book, F9)

The Guide To UK Company Giving , John Smyth, Directory of Social Change (Book, F16)

Fundraising:

A Guide to European Union Funding for the voluntary sector. , Sluiter Peter & Wattier Laurence This practical guide is the most comprehensive listing available of European Union budget lines relevant to the voluntary sector. (Book)

A Guide to Funding from Government Departments and Agencies , Forrester Susan & Pilch Ruth This guide supplies a unique overview of the sources of funding available to the voluntary sector from central government departments and agencies. (Book, F7)

Applying to a Grant-making Trust , Villemur Anne This book provides step-by-step guidance on drawing up a well rounded case for support which contains all the information which trustees require when considering an application (Book)

Avoiding the Wastepaper Basket , Cook Tim This guide takes a straightforward jargon free approach to provide advice for voluntary organisations on applying to grant-making trusts. (Book, F4)

Bidding for Funds and Resources , BT A guide for seeking support from businesses, trusts and public bodies (Book)

Buisness Community Partnerships , MORI The charity perspective on obtaining support from businesses including recommendations of best practice. (Book)

Codes of Fundraising Practice , Institute of Fundraising This book looks at fundraising and places it in an ethical framework, to show organisations the questions and concerns they need to be addressing (Book)

Finding Sponsors for Community Projects , Gillies Caroline A new practical handbook, on how to get company sponsorship, locally and nationally. (Book, F14)

Funding Sources Application packs , WACA Info gathered by VGA on sources of funding (Book)

Guide to Bidding , Jenny Middleton Bid writing is becoming an increasingly discipline. This book hopes to expose the myths surrounding bid writing in a simple and straightforward way. (Book)

Guide to Grants for Individuals in Need , Rebecca Ryland, Gemma Lynch, Alan French & Lianne Birkett Over £300 million in financial help to individuals from more than 2280 sources. (Book)

Guide to Managing Grant Funded Projects , Jenny Middleton, Stuart Billingham & Kath Bridger Winning funding for your project is real achievement, but it is only the start of the journey. (Book)

Making Funding Work , Alcock Pete et al This guide has two dimensions: the interests of the funders, wishing to fund for sustainability not failure, and the efforts of the organisations, needing to seek and make best use of their funding (Book, F2)

The Complete Fundraising Handbook , Clarke Sam and Norton Michael Packed with case studies and advice on how to plan and organise your fundraising, it will help all fundraisers make the most of the wide ranging fundraising opportunities currently available. (Book, F6)

The Directory of grant-making Trusts 1999-2000 Vol 3 , Grant-making Trusts The trusts guide of the Directory of Social Change and Charities Aid Foundation to provide the most comprehensive and up-to-date guide to grant-making trusts in the UK. (Book)

Tried & Tested Ideas for Raising Money Locally , Passingham Sarah A practical fundraising guide for community groups, local charity projects, schools and any small-scale fundraisers. (Book)

Writing Better Fundraising Applications , Norton Micheal & Eastwood Michael Successful fundraising is not just a matter of luck or who you know. A well written application is central to your chances of success. (Book, F3)

General:

Holidays and Holiday Pay , ACAS This leaflet gives advice on what the law says about holiday entitlement, when a leave year starts, how a week's pay is calculated, restrictions that maybe placed on taking holidays, entitlement to holiday pay on termination. (Book)

Governance & Management:

A Complete Guide to Business and Strategic Planning , A Lawrie (Book, GM11)

A Complete Guide to Creating and Managing New Projects , A Lawrie (Book, GM12)

A Rough Guide to Change , J Hyatt (Book, GM15)

Capacity Building - The Way Forward , London Regeneration Network A Framework for enabling individuals, groups, small businesses and partnerships to be involved in regeneration. (Book, GM5)

Fail to Plan: Plan to Fail , NIACE (Book, GM27)

Getting Organised , C Holloway & S Otto (Book, GM10)

How to Manage an Office , A Dobson (Book, GM23)

Managing Meetings , T Hindle (Book, GM26)

Managing Without Profit , M Hudson (Book, GM25)

Payments for Charity Trustees , NCVO (Book, GM21)

So You're on a Committee Now , M Kindred (Book, GM20)

The Minute Takers Handbook , L Corner & P Ticher (Book, GM17)

The Role of the Company Secretary , M Leatherdale (Book, GM19)

The Treasures Handbook , I Caulfield-Grant (Book, GM24)

Trustee-Aims and Resources , K Ford (Book, GM7)

Trustee-Getting Work Done , K Ford (Book, GM8)

Trustee-Roles and Responsibilities , K Ford (Book, GM6)

Understand and Allocate Costs 2 , ACEVO (Book, GM2)

VAT for Voluntary Organisations , NCVO (Book, GM28)

Working on a Committee , S. Clarke (Book, GM22)

Human Resources:

Building Your Future in the Voluntary Sector , Media Trust (Book, HR1)

Developing Managers in Voluntary Organisations , R Paton & C Hooker (Book, HR2)

How to Work For a Charity , J Brownfoot & F Wilks (Book, HR5)

Investing in People and Places , K Dayson et al (Book, O4)

Managing Conflict , Taylor Gill The book is designed to help you develop a range of strategies and skills, in order to resolve conflict and build stronger teams. (Book, HR4)

Managing People , Taylor Gill & Thornton Christine Managing people is an essential skill. The role of a manager is to ensure that the job gets done as efficiently as possible. For this they have to be able to get the most out of their staff. (Book, HR3)

Managing Recruitment and Selection , Taylor Gill Good recruitment and selection skills are vital for any voluntary sector organisation seeking the support of a quality workforce and wishing to address equal ops needs. (Book, HR6)

Managing Staff Problems Fairly: A Guide for Voluntary Organisations , E Potter & D Smellie This acts as a practical guide to the management of staff problems. It helps voluntary organisations to recognize when they have potential employment law problems and to be positive and confident in handling them. (Book, HR9)

Preventing and Detecting Fraud and Error , (Book, HR8)

Violence to Staff , HSE (Book, HR7)

Information Technology:

A simple Guide to Publisher 98 , Cassade Manon A guide to the basics of Publisher and how to use it to create publicity material. (Book)

Access 2000 for Dummies , Kaufeld John With clear explanations and expert advice this friendly guide shows you how easy it is to put the power of database computing to work for you. (Book, ICT8)

Building a Funding Database , P Flory (Book, ICT4)

Building a Fundraising Database using your PC , Flory Peter This guide uses jargon free language and describes how to build two different types of database. The first a basic for those who have little database experience. The second uses Access to create a more integrated database which offers more scope for future development. (Book)

Computers Simplified , IDG Books A simple introduction to computers, looking at the main elements that make up a PC and what they do. (Book, ICT3)

Create Web Pages , (Book, ICT9)

Create Your First Web Page , (Book, ICT5)

E. Mail , (Book, ICT15)

Essential Computers - Getting Connected , Cooper Brian Master state-of-the art computer skills quickly and confidently. This guide helps you master the basic skills needed for using the internet. (Book)

Essential Computers - Internet and Email , Milner Annalisa Master state-of-the art computer skills quickly and confidently. This guide helps you to understand email, using outlook, and much more (Book)

Frontpage 2000 , G Grimes (Book, ICT6)

Getting Connected , (Book, ICT14)

Improving Information & Communications Technology , ITSUVO A step-by-step guide to the different types of technology, simply explained. (Book, ICT2)

Making Sense of the Internet , M Watson (Book, ICT1)

Making Sense of the Internet - A Guide for Small Voluntary Groups , Watson Mark It focuses not just on the technology but on how it can be used to enhance existing information and communication patterns. (Book)

MS Frontpage 2000 , MS (Book, ICT7)

MS Office 97 , MS (Book, ICT10)

Official Microsoft FrontPage 2000 , Microsoft Press Provides an overview of the popular web creation and management program and its processes. (Book)

Teach Yourself FrontPage 2000 , Grimes Galen This book offers straightforward, practical answers for when you need fast results. You will learn: how to create a home page; Add pictures and graphics; Create links; Organise your pages; publish your site. (Book)

Teach Yourself HTML , (Book, ICT13)

Teach Yourself to Create Web Pages in 24 hours , Snell Ned In just 24 sessions of one hour you will have picked up the skills you need to create great-looking web pages. (Book)

The Internet - A Business & Employment Guide , Tenants Resource Centre A simple guide to the internet and opportunities it can offer businesses. (Book, ICT12)

The Simple Guide to Microsoft Publisher 98 , Mannon Cassade (Book, ICT16)

Visual Quickstart Guide to Powerpoint 2000/98 , Bridges Altman Rebecca Missing (Book)

Web Design in a Nutshell , J Niederst (Book, ICT11)

Legal:

Essential Food Hygiene , R Donaldson (Book, L1)

The Health and Safety Handbook , A Hinde et al (Book, L2)

Management:

A Rough Guide to Change , Hyatt Jenny Looks at the different aspects of the journey individuals and organisations make when they go through change. (Book)

Building Community Strengths , Steve Skinner A resource book on Capacity building (Book)

Business and Strategic Planning for Voluntary Organisations , Lawrie Alan This user-friendly guide shows how business and strategic planning, increasingly demanded by funders within the contract culture, can also help an organisation achieve its goals. (Book)

Community Start Up , Pinder Caroline How to start a community group and keep it going including: practicing equal op; how to get charitable registration; up-to-date finance and accounting procedures; involving the community and much more. (Book, GM16)

Creating and Managing New Projects , Lawrie Alan This book looks at how new projects can be developed, tested, designed and established, within or outside existing organisations. How common problems can be tackled and how work can best be organised, planned and managed. (Book)

Cultural Diversity , Meridian Broadcasting Limited This guide aims to unravel some mysteries and to explode some myths to enable the reader to have a clearer understanding of how the beliefs of others impact on their lives. (Book)

Developing Aims and Objectives , Charities Evaluation Service Looks at how to establish aims, values and objectives for your organisations. (Book, E7)

Essential Managers - Managing Meetings , Hindle Tim This book shows you the practical techniques to define the purpose of a meeting, prepare an agenda, get your point across and reach a successful conclusion. (Book)

Events Planning , Caroline Hukins This guide offers a comprehensive approach to all aspects of event planning and management. (Book)

Information Management for Voluntary & Community Organisations , Ticher Paul & Powell Mike
Successful organisations use information effectively to support their activities by managing it as a positive resource. Starting from the basic principles, this no-nonsense guide for managers and their teams is packed with practical tools and tips. (Book)

Involving Users in the Running of Voluntary Organisations , Taylor Marilyn This guide is divided into three main sections: 1) Some general principles that have come from Chief Executives, about strategy change and reasons for user involvement. 2) The processes and activities that users can be included in. 3) Answers the most common questions about user involvement (Book, GM4)

Just about Managing , Adironack Sandy This book will help you manage in a planned coherent way that will increase the effectiveness of your organisation and its management committee, managers, staff and volunteers. It covers topics from teamwork to training. (Book, V2)

Making People Welcome , Naomi Barber This book aids to recognise and appreciate diversity in your organisation. (Book)

Managing Quality of Service , Lawrie Alan This addresses the way in which the voluntary sector funding contracts now emphasize measurement and accountability, and sheds new light on the potential fraught process of quality assurance. (Book, GM13)

Practical Monitoring and evaluation Pack , Charities Evaluation Services Pack and toolbox looking at monitoring and evaluation (Book)

Successful Time Management , Treacy Declan This book covers issues such as: Eliminating time wasting; Organising workspace; Managing Meetings; Managing projects and taming the telephone. (Book, PD2)

Management Committees:

Are We Doing it Right? , Marriott Paul An organisational health-check for management committees of community buildings. (Book, E4)

Care, Diligence and Skill , The Scottish Arts Council A handbook for governing bodies of arts organisations. It sets out what is required of members of Boards and it is hoped it will help them take a responsible and active role in guiding their organisations. (Book, GM18)

Charities: Good Governance , LNTV Trusts & Estates (Book)

Charities: Tools for trustees , LNTV (Book)

Duty Free? Payments for Charity Trustees , NCVO This guide briefly explains how the no benefit principle works, describes the exceptions and outlines the out-of-pocket expenses that charity trustees can claim. (Book)

It's a Question of Trust , Charity Commission This video and booklet is an introduction to the role and responsibility of charity trustees. It covers: The role of the charity trustee; the governing document; Trustees responsibility; and how the charity commission can help. (Video, V1)

NCVO Trustee Boards Dev. Prog. Factfile , NCVO Developing the board, board basics, strategic planning. Recruitment and selection, the roles and responsibilities of the board etc (Book)

So, you'r on a committee now... , Kindred Michael & Goldsmith Malcolm A guide for anyone involved in the work of a committee. (Book)

The Effective Trustee - Getting the Work Done , Ford Ken A practical guide in three parts for charity trustees and members of managing committees of voluntary organisations. (Book)

The Effective Trustee - Roles and responsibilities , Ford Ken A practical guide in three parts for charity trustees and members of managing committees of voluntary organisations. (Book)

The Effective Trustee- Aims and Resources , Ford Ken A practical guide in three parts for charity trustees and members of managing committees of voluntary organisations. (Book)

The Good Governance Action Plan , Adirondack Sandy The guide discusses board recruitment and support, discussion, decision making and delegation, vision and values. Planning and prioritizing, finance, about how to be a good employer etc. (Book, GM3)

Trustee and Governance Briefing Pack , NCVO A guide to those think about becoming a trustee, the roles and responsibilities involved. The role of the board of trustees, how to find and support new trustees, and good practice guidelines. (Book, GM9)

Marketing:

Marketing , (Book, CM2)

Producing Promotional Materials , Gilchrist Karen This book will help you ensure that your promotional materials are effective and up-to-date. (Book)

The DIY Guide to Charity Newsletters , Wells Chris A practical concise guide to writing and producing effective newsletters for the voluntary sector. (Book)

The DIY Guide to Marketing , Ali Moi A guide to making the most of your marketing budget, specially designed to help charities and voluntary groups take a fresh approach to marketing. (Book)

Other:

Good Governance , (Video, V3)

The Two Way Street , BiTC & NCVO (Book, O5)

Tools for Trustees , (Video, V4)

Quality:

A Guide to self Evaluation , BBC Children in Need How to tell you are making a difference: a basic guide for voluntary organisations. (Book, E2)

Project Monitoring and Evaluation a Practical Guide , Blackley Siman, Goddard Margaret and Seymour Helen A straightforward guide for organisations managing and delivering projects supported by the European Structural Funds, Community Action Programmes or other EC sources. (Book, E6)

Rural Issues:

Affordable Housing for Rural Communities , Sussex RCC (Book, R1)

Bringing Arts to Village Halls , S Rowley & S Willett (Book, R2)

Rural Arts Handbook , ACRE (Book, R3)

The Role of the Post Office in Village Areas , ACRE (Book, R4)

Training:

Getting into Training , NCVO (Book, T1)

Opening Doors-Accreditation Guide , RSA (Book, T2)

Transport:

So You're Thinking of Buying a Minibus , HCC (Book, O3)

Voluntary:

A Handbook for Small Voluntary Agencies , Centre for Voluntary Organisations Building the Capacity of small voluntary agencies. Looks at the value of the small organisations, and the challenges that affect them. Their need to be effective and the methods and approaches they need to employ. The key principles of being small. (Book)

A Short Guide to Organising a Small Voluntary Organisation , C Rochester (Book, V4)

Building the Capacity of Small Voluntary Organisations , LSE (Book, V5)

Dimensions of the Voluntary Sector , CAF (Book, V6)

Funding Small Voluntary Agencies , Centre for Voluntary Organisations A guide for charitable trusts and foundations, statutory bodies and companies. (Book, F5)

High Impact Presentations , Lee Bowman For over 25 years author Lee Bowman has used his radical approach to train and prepare top execs for some of the of the worlds major corps as well as prominent politicians. (Book, PD1)

Juggling on a Unicycle , Centre for Voluntary Organisations A short guide to organising a small voluntary agency. An edited version of the Small Agencies Handbook (Book)

Poverty First Hand , CPAG (Book, V1)

Questionnaire Design and Administration , Lorelle Frazer Questionnaire design is often referred to as an art. How can you successfully conduct a survey. This step by step guide demystifies the process. (Book, E3)

Voluntary But Not Amateur , LVSC (Book, V3)

Voluntary Matters Good Practice in the Voluntary Sector , The Media Trust Aimed at staff, volunteers and trustees involved in running charities and voluntary organisations. Each topic is outline and investigated with the use of specific case studies: - (Book, GM14)

Voluntary Matters - Building Your Future in the Voluntary Sector 1-3 , The Media Trust Aimed at staff, volunteers and trustees involved in running charities and voluntary organisations. Each topic is outline and investigated with the use of specific case studies: - Helping you understand the issues affecting your organisation; Learning from other experiences (Book)

Voluntary Matters - Building Your Future in the Voluntary Sector 4-6 , The Media Trust Aimed at staff, volunteers and trustees involved in running charities and voluntary organisations. Each topic is outline and

investigated with the use of specific case studies: - Funding; Conflict resolution; IT and Communication.
(Book)

Voluntary Matters - Building Your Future in the Voluntary Sector -Booklet , The Media Trust Booklet
accompanying series (Book)

Voluntary Matters - Management & Good Practice in the Voluntary Sector , The Media Trust Aimed at
staff, volunteers and trustees involved in running charities and voluntary organisations. Each topic is
outline and investigated with the use of specific case studies. Covers: Fundraising; Campaigning; Charity
Law; Administration; Accounting; and Financial Management (Book)

Voluntary Matters 3 , The Media Trust Aimed at staff, volunteers and trustees involved in running
charities and voluntary organisations. Each topic is outline and investigated with the use of specific case
studies: - (Book)

Women:

We Can't be Wished Away, NACVS (Book, W1)