



# CWS Toolkit: Group Proposal and Risk Assessment

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## Overview

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The Coolum Women’s shed is all about connecting women. We believe that participating in a variety of activities on a regular basis is a great way to build friendships with other women in the Sunshine Coast. Feeling connected and having a support network enhances the health and wellbeing of our members. Our activities are run by volunteers and paid facilitators. We believe that members of the shed should be empowered to set up activities that they are interested in.

You can use this tool to propose a new group or review an existing group. You **do not** have to fill in every section. For example you do not need to complete the section about Start Up Costs if a group has already been established. As a not for profit it is not our aim to squeeze maximum profit out of every activity. We aim to create the opportunity for women to participate in a broad range of activities on a regular basis, which means that any charges must be low enough to make them affordable. However, the Coolum Women’s Shed has a responsibility to our members to ensure that we can afford to continue to offer new activities and also fund our own building. This tool will help us design an activity that is affordable, sustainable, and ensures that we meet our responsibilities to our members.

This workbook is also available as an excel file – please contact the general manager for a copy.

CWS Toolkit: Group Proposal 1.0

The Womens Shed Coolum Inc. January 2020



You don't need to fill in every box – just fill in what you know. For example you might not know if there is a grant, but this form will show a potential shortfall and a grant may be able to help. Or you might not have two coordinators yet, but we may be able to find someone interested in helping. You can check our current calendar on our website [www.thewomensshed.org](http://www.thewomensshed.org)

**This document should be read with the CWS Information for Coordinators** which includes:

- Explanations of groups, activities, workshops, classes
- Definitions of the key people involved and an organisational chart
- Information about our insurance and the distinction between volunteers, employees and independent contractors (facilitators)

## Intended users

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- Volunteers (group coordinators, bookings coordinator, general manager)
- Regular and guest facilitators with the assistance of group coordinators, bookings coordinator or general manager.

## Process for approval

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- 1) Complete this document by printing it out or using the excel version (available from the general manager).
- 2) If any assistance is required please contact general manager.
- 3) Email the completed proposal to [coolumwomenshed@gmail.com](mailto:coolumwomenshed@gmail.com). Or drop the printed copy to the shed for the attention of the general manager.
- 4) If costs and risks are covered, general manager has authority approve. Funding shortfalls will be submitted to the management committee.
- 5) The management committee or general manager will inform you by email if the activity has been approved, and of any conditions e.g. change in ticket price, risk mitigation requirements.
- 6) The general manager or bookings coordinator will contact you to finalise dates, inductions, access etc

## Basic information

<b>Activity Name</b>		<b>CWS Reference No:</b>	
Description (What will you do, who is it aimed at?)		How many people can attend each session?	
		Is there a minimum number to proceed?	
<input type="checkbox"/> Group	<input type="checkbox"/> Workshop	<input type="checkbox"/> Class	<input type="checkbox"/> Other
<b>Location</b>			
<b>Proposed Days/Dates</b>		<b>Proposed Time</b>	
<input type="checkbox"/> One time	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:
<b>CONTACTS</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
Coordinator 1			
Coordinator 2/ Facilitator			
What insurance cover is needed?	<input type="checkbox"/> Public liability	<input type="checkbox"/> Product liability	<input type="checkbox"/> Volunteer cover <input type="checkbox"/> Other:
NB Paid facilitators must provide copies of their insurance and be able to invoice. We do not pay cash.			

The Women's Shed has public liability, product liability and volunteer cover – this covers us for our activities, and the activities of our volunteers. Where we are paying a facilitator, they are required to provide evidence of insurance for the activity we are paying them to run.

## Planning a group

**Which tasks will you do?** Setting up a group doesn't need to be complicated. It is up to the coordinators to decide what level of commitment works for them. There are a few tasks that need to be completed for a group to run successfully.

Group Set up plan	Who will do it?(Give name/s of person if/when known)	When? Approx.
Complete the group proposal and risk assessment (this document)		
Seek and gain CWS funding, grant or sponsorship if required		
Source necessary materials and equipment		
Plan how you will manage new group members e.g. training on equipment, other health & safety issues.		
Decide how you will keep in touch with group members		
Book onto the system & calendar	Booking Coordinator	
Promote to members and others		
Book the venue		
Complete volunteer inductions		
Complete inductions for venue access		
Complete inductions for booking and payments system		
Complete any grant acquittal		
Ensure sponsors have been recognised and thanked		
Complete activity proposals for paid workshops and classes that you want to run for the group		
Add any other tasks here		

## Group Start Up costs

<b>START UP COSTS</b> These can be aspirational, or future requirements. Add basic info.		
Equipment		\$
Materials		\$
Studio		\$
For training – please complete a separate activity proposal so that we can offer the option to other members as a workshop (and to find more members for the group)	Total Start Up Costs, <b>C</b>	\$
<b>START UP FUNDING</b>		
	Shared purchase (group members)	\$
	Coolum Women’s Shed Contribution	\$
	Total Funding, <b>F</b>	\$
	Funding Requirement, <b>FR= C-F</b>	\$
<b>Additional Funding – options if you can’t cover start up costs. Add any info you know – grant or sponsor name etc.</b>		
Profit from running workshops, tours etc		\$
Profit from running the group meetups (annualised)		
Future Sales Income (selling items made by the group)		\$
Fundraiser		\$
Donation		\$
Sponsorship		\$
Grant		\$
	Total additional funding, <b>AF</b>	\$
	Remaining Funding Requirement, <b>RFR= FR-AF</b>	\$

## Group Meetup funding

This section helps us understand how much it will cost to run the group for a year.

<b>Group Meetup Expenses</b> How much does it cost to run the group meetup each time?					
Venue hire		Hours @	\$	p/hour	\$
Refreshments		Attendees @	\$	Each	\$
Facilitator Cost	Flat rate or				\$
		Attendees @	\$	Each	\$
Materials Cost (due to the need to replace materials for future use)	Flat rate or				\$
		Attendees @	\$	Each	\$
<b>Total Group Meetup Expense, GME</b>					\$
<b>Group Meetup Income</b> How much money will the group bring in each time it is on?					
Attendance fee		Attendees @	\$	Each	\$
Additional sales (E.g. catered lunch, kits, journals etc.)		Attendees @	\$	Each	\$
<b>Total Group Meetup Income, GMI</b>					\$
<b>Group Net Meetup Income, Total Income – Total Expense GNMI = GMI-GME</b>					\$
Number of Sessions, <b>N</b> - how many times will the group meet in 1 year? 48 is weekly allowing for holidays/illness etc. 12 is monthly					
<b>Total Annual Income or Shortfall for a year, TAI = N x GNMI</b>					\$
<b>Meetup contribution to Shed*, TAI x 50%</b>					\$

\*Meetup contribution is a contribution from established groups to the running costs and building fund. The percentage is set annually by the management committee.



### Meetup subsidy

Add in any funding you plan to obtain. These are separate to Start Up Funding, these figures assist with the ongoing meetup costs not start up.

Subsidies	Details	\$
CWS Contribution	(Agreed by management committee)	
Group Contribution	(From group funds previously made or group members share cost)	
Grant		
Sponsorship		
<b>Total Subsidies, SUB</b>		
Net annual income or shortfall after subsidies and shed profit share, <b>NAI= TAI + SUB-Meetup contribution</b>		

### Funding from future group activity

Some groups may plan to fund start up costs by charging attendance fees for group meetups, running workshops or selling items they have made. These tables give a reality check on how long it might take to pay off start up costs in this way. Material costs are not included in this calculation, as they are already included in the costings above. Estimates of the prices and number sold are just based on your expectations and help us understand how long it may take to pay back funds to the Coolum Women’s Shed.

**Due to the complexity of these calculations they are best done in the spreadsheet version of this form. Please give some details that we can use for our analysis if the group is planning on using future profits to fund the start up. – See the excel sheet ‘Recovery of Group Start up costs’ or talk to the general manager for more info.**

How long will it take to pay back start up costs funded by selling items made by the group?	
Describe types of Items that will be produced	
Additional material or equipment costs required to make items?	
Average Price, <b>P</b> . how much are you planning on selling items for?	\$
Units Sold, <b>U</b> how many items do you plan to sell during one year?	

## Risk Assessment and Mitigation

This table identifies some common risks and gives you space to add any others that you may identify. Please delete or amend as needed. Identifying potential risks, and how we can address them helps to ensure your safety, the safety of others and to protect the organisation. If you need help with this assessment, please contact the General Manager or Health & Safety Coordinator. Risks identified here will be added to our Risk Register.

Risk	Chance (H/M/L)	Severity (H/M/L)	Actions
Unauthorised persons accessing shed and causing damage or stealing contents.	Medium	High	Always rotate key lock after use to ensure that the code is not on display to unauthorised users.  Register kept of people given access to key code, and access to lockable cabinet (ipad/wifi/cashtin).  Procedure in place to change key code if necessary.
Accidental damage to CWS equipment	Medium	Medium	Accidents happen. Please ensure you notify the general manager of any damage so that we can repair or replace the equipment (email or use communication book).
Damage to the building by one of our volunteers, members or visitors.	Medium	Medium	Volunteer facilitator agreement notes duty to report any damage and how it occurred  Volunteers must treat the building with respect, in particular cleaning up any spills that may permanently stain floor e.g. from craft activities.
Damage to the building by users other than CWS.	Medium	Medium	This policy requires users to scan for damage when opening building and report it to the general manager or via the communications book.
Personal safety if on own, particularly at night.	Low	High	No users allowed to use building on their own at night. Minimum two persons.  Always take a mobile phone for additional light and if you need to call the police.  For opening up, the user is able to go in on own but only if they feel safe to do so.  For closing up, never stay on your own in the building to close up on your own.  Security lights have been installed.



Risk	Chance (H/M/L)	Severity (H/M/L)	Actions
Trip or fall hazard from debris or liquid left on the floor, and outside building	Medium	High	<p>Persons opening up must visually inspect inside and outside for potential hazards and take action to either remove, or highlight risk to others coming to shed (e.g. wet floor sign)</p> <p>Note in communication book if any significant risks identified.</p>
<p>Injury to person attending activity</p> <p>(space has been left to assess for this specific activity)</p>			<p>Ensure people are trained in the safe and correct use of any equipment.</p> <p>Maintain a tidy and clean workspace.</p> <p>Coordinators are trained in first aid.</p> <p>Report any incidents by email or communication book to enable review and mitigation for the future'</p> <p>Paid facilitators must provide a copy of their public liability insurance. Unpaid facilitators are classed as volunteers and will need work within the conditions of the CWS insurance.</p> <p>Group coordinators and facilitators must check at the beginning of each session if people have any physical limitations that they need to allow/adjust the activity for.</p>
Financial risks associated with mismanagement of cash and payment system	High	Low	<p>All people taking payments will be provided with training</p> <p>Processes are designed to ensure that nobody is solely responsible for cash or card related processes.</p> <p>Where large amounts of cash will be involved, senior team members will be assigned to assist with handling.</p>





## Further Information

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Other relevant documents:

- CWS Information for Coordinators
- CWS Information for Facilitators
- CWS Procedure Setting Up a Group, Workshop, Class or Other Activity
- CWS Policy – Funding CWS Activities.

For any feedback, questions or comments relating to the use of this procedure, please contact the general manager via [coolumwomensshed@gmail.com](mailto:coolumwomensshed@gmail.com).

Hard copies of our procedures and policies are held in a file at the Community Centre.

Online access is available to volunteers via the volunteer section of our website [www.thewomensshed.org](http://www.thewomensshed.org). Access to this is given to volunteers as part of their induction.

This document may be updated at any time – the latest version will be available on our website. Where there is a discrepancy between the website version and any printed copy, the website version is deemed as the latest copy.