

KEY STONE

Building quality in rural Scotland

**A quality award for the people who manage
village halls and community buildings**





Helping you to manage your hall

Village halls are at the heart of Scotland's rural communities. They are valuable community assets, a focus for community activity and often house a range of services. For the committee members, volunteers and paid staff who manage these buildings, the work can be hard and even thankless.

The Scottish Council for Voluntary Organisations (SCVO) has campaigned for many years for a better deal for the people and groups who run village halls. In partnership with local third sector support organisations, we have now developed the KeyStone quality awards scheme.

KeyStone is designed to make your life easier by providing information, support and encouragement to help build a quality approach to managing community buildings more efficiently and effectively. It also recognises your efforts through a progressive awards scheme that can be used for promotion and publicity.



What is KeyStone?

It's a quality award scheme designed to give information, support and encouragement to people who run village halls and community buildings. It will help you to make sense of legislation and regulation, put systems in place to keep things running smoothly and allow you to concentrate on providing the best facilities possible.

KeyStone combines a guide to best practice with comprehensive information resources, all supported by the encouragement and assistance of a mentor. The KeyStone Awards provide recognition that you are doing things right, and can be used for promotion and publicity and as evidence of good practice.

Who is it for?

KeyStone can benefit anyone involved in running a village hall or community building – even if it's just to confirm you're already doing everything right!

How does it work?

When you sign up to KeyStone, you will receive a folder and CD that contain a series of checklists on topics including governance, managing people, managing money, managing resources, working with users, and legislation and regulation. These are supported by information and guidance as well as links to other resources. There is space within the folder to keep important documents and a handy pull-out sheet to record the actions you need to take.



KeyStone is a quality awards scheme for the people who manage village halls and community buildings. It provides information, support and encouragement to help you build a quality approach to management and recognises your efforts through progressive awards.

Find out more about KeyStone

For general inquiries call: **01463 251729**

Visit our web pages at:
www.scvo.org.uk/villagehalls

Email us at:
keystone@scvo.org.uk

Write to us at:
KeyStone, SCVO
Fairways House
Fairways Business Park
Inverness IV2 6AA

The Scottish Council for Voluntary Organisations (SCVO) is a Charity registered in Scotland, No. SC003558. SCVO is a charitable company limited by guarantee registered in Scotland No. SC024591. Registered office Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB.

Design: The Graphics Company | www.graphics.coop Cover Photo: Chrissy Boyd

