

Top Tips

Purpose of this Document

The Youth Social Action Fund is a partnership between several funders, including the Big Lottery and the Department for Digital, Culture, Media and Sport, as well as Forever Manchester. These donors want to know that organisations receiving funding have the right policies and procedures in place, to ensure that projects will be well run and that everyone who delivers or takes part in funded activity gets the most from it. This means that you will need to send specific documents with your application and these documents need to include some key information.

The following is not a comprehensive list of what you can or should include in each document, but covers some of the key areas where information is sometimes missing.

Other funders may not require all this information when you apply to them, but including it in your governing documents, policies and accounts will strengthen your overall governance.

Governing Document

This can be in a variety of formats depending on the organisation type. Please ensure the full document is sent to us. Whatever your structure this document should:

- Describe your aims and objectives
- Outline how you are governed (your committee or directors) and how many people are required to make decisions
- Include a dissolution clause (what happens to any outstanding money and resources if you decide that the organisation will no longer run)
- Be signed and dated with the date it was adopted

Annual Accounts

We need to see your most recent Annual Accounts. This should include:

- The full Annual Accounts from the most recent financial year
- If applicable, the independent examiners / auditors comments
- A breakdown of income and expenditure
- Any restricted / unrestricted reserves
- If the organisation have been established less than 12 months, please send in three months of recent bank statements and your income and expenditure

Bank Statement

Your most recent bank statement is needed, clearly showing the organisations name, address the statement is sent to and the bank account details.

Management Committee details

We need to know the following:

- Names and home addresses of all committee members
- Which of these are bank signatories

Safeguarding

If you work with under 18's or vulnerable adults, you must send in copies of your safeguarding documents (regardless of if their parent / carers are attending too). The documents must include:

- A description of who a child / vulnerable adult is
- Definitions of, and signs of, abuse
- Reporting procedure
- Organisation safeguarding lead name and contact details (phone number)
- Recruitment procedures, including DBS checks, etc.
- Information on staff training

Equality Policy

All organisations must send in copies of their Equality Policy. As a basic guide, this should include:

- Reference to the Equality Act 2010
- List all the forms of discrimination covered by the policy, i.e. age, gender, race, religion or belief, sexual orientation, disability or pay rate
- Equal access to services
- Preventing harassment and ensuring everyone is treated equally
- Complaints procedure

If you need help with any of the above, we can provide you with some specimen documents, however it is always best to take advice on what is best for your organisation. The following organisations can provide advice and provide online resources which you may find helpful:

[Action Together \(Oldham and Tameside\)](#)

[Bolton CVS](#)

[CVS Rochdale](#)

[GMCVO \(Greater Manchester\)](#)

[Macc \(Manchester\)](#)

[Salford CVS](#)

[VCAT \(Trafford\)](#)