

For Supporting Information

These are the documents we need you to attach to your application and the key things we would expect them to contain. On occasion we may need to see additional supporting documentation based on what you outline in your application, but we will always contact you for any further information required.

Governing Document

Whatever kind of group you are, you should have a document which outlines the purpose of your organisation. It should state what type of document it is (e.g. constitution, articles of association etc) and certain points must be covered, such as:

- Groups objectives: what is the aim of your group and what do you do?
- Rules for membership
- The committee: how the group is governed (more below)
- Meetings: details on annual meetings and quorum for decision making
- Dissolution clause: what will happen if the organisation winds-up

Management Committee Details

This includes the names and addresses of all committee members, their specific role (e.g. Chair, Treasurer, Secretary) if they have one, as well as indicating which committee members are cheque signatories. You must have a minimum of two unrelated bank signatories who don't live at the same address. We would expect the majority of the committee to be from the area where the activity is taking place within Greater Manchester.

Annual Accounts

If your organisation has existed for over 12 months, we need a copy of your annual accounts. According to the size and nature of your organisation this could be, for example, a spreadsheet of income and expenditure, unaudited accounts or audited accounts. For organisations less than 12 months old, we need to see accounts to date or the last three months of bank statements.

Bank Statement

All groups should submit their most recent bank statement, with the group's name and the address visible.

Safeguarding Policies

If you are working with people under the age of 18, or people who are considered vulnerable adults, we will need a copy of the relevant safeguarding policy. The document will outline who the policy is there to protect, what the responsibilities of the organisation are, what to do in an emergency and who the designated safeguarding officer is.

Any organisation that works with under 18's must have a safeguarding policy in place.

This document outlines the organisations responsibility to ensure children are safe and how to handle suspected abuse. We would expect to see the following:

- Explain what a child is (Under 18) and why there is a responsibility to protect them
- Who the policy is distributed to
- Types of abuse and how to spot signs of abuse
- Procedure to follow if abuse is suspected
- Name and contact details of the Safeguarding Officer

Any organisation that works with vulnerable adults, or could do in the process of their project, should, as best practice, have a safeguarding policy in place. Vulnerable adults could be:

- older people who are physically or mentally frail
- people with learning disabilities
- people with a mental health condition such as dementia or personality disorder
- people who are ill and need help to carry out normal daily functions
- people with physical disabilities
- people who, for whatever reason, are in abusive relationships or are homeless
- people who are seeking asylum or have refugee status
- people who speak little English

The safeguarding policy outlines the organisations responsibility to ensure vulnerable adults are safe and how to handle suspected abuse. We would expect to see the following:

- Explain what a vulnerable adult is and why there is responsibility to protect them
- Who the policy is distributed to
- Types of abuse and how to spot signs of abuse
- Procedure to follow if abuse is suspected
- Contact details of Safeguarding Officer

Quotes

Please ensure you get quotes for any item over £100 or over that you wish us to pay for, as we may ask to see these.

If you have any questions about any of the above, please contact a member of the awards team for further advice on awards@forevermanchester.com