

These are the documents we need you to attach to your application and the key things we would expect them to contain, in order to be eligible to be considered for funding. 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.

Click on the links below to quickly navigate to the appropriate section.

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Governing Document

We accept applications from registered charities, CIO's, constituted community groups, CIC's (where they are Ltd by Guarantee and appropriately asset-locked) and other recognised not-for-profit and non-statutory bodies.

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

If you are a constituted group with an annual income of over £5,000, but not registered with the charity commission or other appropriate regulatory body, we may ask about your plans to do so or how you otherwise plan to update your governing structure. Organisations with an annual income over £5,000 should be registered with the relevant regulatory body in order to be eligible for funding. For further information about governance structures and

regulatory bodies please see the NCVO website where you can find free advice and information: [NCVO Help and Guidance](#).

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 three unrelated committee members and two unrelated bank signatories who don't live at the same address and none should be registered as a Person with Significant Control. We would expect the majority of the committee to be from the area where the activity is taking place within Greater Manchester. This applies to all applicant organisations, whatever their structure.

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, address and all transactions 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 or vulnerable adults must have a safeguarding policy in place.

In any safeguarding policy we would expect to see the following:

- Explain what a child is (Under 18) or what a vulnerable adult is and why there is a responsibility to protect them
- Who the policy is distributed to

- Definitions of abuse and signs of abuse and a description of how abuse is different for adults (if working with both children and vulnerable adults)
- Name and contact details of the Safeguarding Officer
- Name of the local safeguarding board
- Procedure for reporting safeguarding concerns
- Process for recruitment and training of volunteers, including DBS checks and safeguarding training
- The frequency at which the policy is reviewed. We recommend it's done annually

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.

Online Information

We ask for details of your website and social media page addresses so that we can see that people can access information about your activities and how they can get involved. If you do not have any kind of online presence (e.g. website, Facebook page, Twitter or Instagram account), we will ask you for more information about how you communicate with people you work with and how people can find about you and your activities.

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

Useful links

If you have any questions or wish to read more, hopefully our Funding FAQ's can help answer any queries you have:

[ForeverManchester.com/funding/funding-faqs](https://forevermanchester.com/funding/funding-faqs)

If you wish to read our full Awards Making Policy, it can be found here:

[ForeverManchester.com/funding/awards-process](https://forevermanchester.com/funding/awards-process)