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| NEW BEGINNINGS -  What applicants need to be awarded a grant **We want to support small groups.**  If you do not have these documents yet please do not worry. Please tell your community foundation if you need support on policy or documents.  We may approve your grant and support you to develop the documents you need.  You can also apply for the grant with a partner group that does meet the requirements below. | | | | |
|  | **We do already have this** | **We need to have this** | **We do not need this** | **We need support on this** |
| **Evidence of an increase in demand for services** OR **an increase in enquiries from the public wanting to support you** OR BOTH |  |  |  |  |
| **A registered bank account in your organisation’s name** |  |  |  |  |
| **Up to date accounts or record of income and expenditure.** Tell us about last year’s income and spending, how much you have now and how much you expect to spend and raise in the next year |  |  |  |  |
| **Evidence that you are one of these:**   * A registered UK charity; * A Charitable Incorporated Organisation; * A company limited by guarantee; * A not for profit registered Community Interest Company; * A Constituted community and voluntary sector organisation |  |  |  |  |
| **Minimum of three committee members who are not relatives** |  |  |  |  |
| **A governing document (Constitution/Memorandum & Articles/Set of rules).**  **We will be looking to see that:**  Your legal status is eligible.  Your legal framework is applicable to your aims and activities  Proposed activities fall within your groups’ charitable objectives  There is information on Annual General Meetings, meetings frequency and decision making. |  |  |  |  |
| **A recent trustees’ annual report if you are a charity** (if you are a new group you do not need this)[[1]](#footnote-1) |  |  |  |  |
| **Equal Opportunities Policy** |  |  |  |  |
| **Vulnerable Adults Policy** |  |  |  |  |
| Organisations that work with children or children OR hold any information about children must have a **safeguarding policy and procedures.**  All staff, volunteers and trustees must be trained in safeguarding as a condition of the funding. |  |  |  |  |

1. For advice see - [https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c/charity-reporting-and-accounting-the-essentials-march-2015 or needs further development, ldren or y?roups that work with refugee and asylum seeker children) in: d?) . plying may be new](https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c/charity-reporting-and-accounting-the-essentials-march-2015) [↑](#footnote-ref-1)