

# Minimum expected standards



These are the minimum standards an organisation **must meet to be eligible for funding from Community Foundation Wales**. For further guidance on policies, procedures and sector support [click here](#).

**In order to be eligible for a grant, the following information should be met as a minimum standard.**

## Governance

- A Governing Body with a minimum of 3 members (e.g. Committee Members, Trustees or, for companies, Directors). If members are related, there must always be an independent member.
- The Governing Body should meet at least quarterly.
- Payment of members of the Governing Body:
  - must be detailed in a formal written agreement
  - for registered charities in England and Wales, this must be in the governing document or other document agreed by the Charity Commission or Courts
  - for Community Interest Company's (CICs) this must be clearly detailed in the governing document
- Governing document should be signed and dated by Chair or Treasurer of Governing Body or a Director and must clearly state:
  - organisation is not for profit, or has a clear clause in its governing document ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners.
  - dissolution clause/asset lock in place requiring assets to be distributed to an organisation with similar charitable aims in the instance of closure
  - for CICs the asset lock/dissolution clause must name the selected organisation.

## Financial

- Provide the most recent official accounts or an income/expenditure sheet, signed and dated by Chair or Treasurer of Governing Body or a Director. If this document is over 18 months old, an explanation should be provided.
- Provide a financial forecast if organisation is in the first 12-18 months of operation. Forecast to include as a minimum:
  - projected income
  - projected expenditure
  - some planning / clarity around income generation

- Minimum of 2 unrelated payment authorisers
- Organisation should have a bank account in its own name. Grant payments are made by BACS transfer, therefore a recent bank statement or paying in slip will be requested to evidence this.
- As a Living Wage Funder, we are encouraging all the organisations we fund to pay the Living Wage to all employees, rather than the minimum wage. If you aren't already, we encourage you to become accredited as a Living Wage Employer with the [Living Wage Foundation](#).

## Safeguarding

- Safeguarding policy in the applicant organisation's own name.
- Regular training on the organisation's Safeguarding Policy should be implemented for the governing body who have ultimate responsibility.
- Safeguarding training for all staff, volunteers, who have face-to-face contact with children and young people, and/or vulnerable adults:
  - training must be appropriate to the nature of the work, cover the organisation's policies and procedures, and refreshed regularly.
- Disclosure & Barring Service (DBS), Disclosure Scotland, or Access NI checks are undertaken on all people working with children and/or vulnerable adults (This could include staff, management committee, trustees, or volunteers).
- Safeguarding Policy includes:
  - a definition of safeguarding and an outline of the commitment to safeguard and protect the welfare of all who use its service.
  - a definition for vulnerable adults and the differing types of abuse experienced by children and vulnerable adults.
  - clear steps to take in the event of an incident or disclosure, including who to inform and how to contact them both within and outside of opening hours.
  - named safeguarding representative within the organisation. This could be a designated post such as a Child Protection Officer or more usually a senior member of staff, and should ideally include local authority contacts, police or local safeguarding board contact.
  - the date it was last reviewed, by whom and a suggested date for next review (it is best practise to review annually and/or when legislation changes).

## Other Policies

- An Equality, Diversity, and Inclusion (EDI) policy is a formal statement or set of guidelines that outlines an organisation's commitment to promoting equality, embracing diversity, and fostering an inclusive work environment..

- If you request, receives, or hold any personal data, you will need to make sure you are GDPR compliant. Maximum fines are up to £20 million or 4% of an organisation's global income, but it is also possible for charitable or grassroots groups to be given smaller fines. You can find more information about Data Protection Policies and GDPR in the Charitable Sector [here](#).
- If your organisation loans IT equipment, either to volunteers or staff, you should have an IT policy in place. This is not only to protect the equipment but also to make sure the equipment is used for specific purposes, and not used for unethical or unacceptable use.

## Insurance

- Voluntary organisations are obliged by law to have employers' liability insurance to cover all volunteers and employees who are not family members. Employers' liability insurance covers the cost of compensating volunteers and employees who are injured at or become ill through work.
- The government advises any voluntary organisations who own or occupy land or buildings, who run fundraising events/activities and that deal with members of the public to consider public liability insurance. This important cover protects your organisation against legal claims from anyone who might be injured or whose personal property is lost or damaged as a result of your activities.