

First rules to follow for funding

What your organisation needs to have to get money from us

This document was written by [Community Foundation Wales](#). It is an easy read version of '[Minimum expected standards](#)'.

How to use this booklet



This is an easy read document. You may still need support to read it. Ask someone you know to help you.



Where the document says **we**, this means **Community Foundation Wales**. For more information contact:



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What is in this booklet

About this booklet	4
Governance	5
Your money	8
Safeguarding	10
Other policies	13
Insurance.....	14

About this booklet



We must make sure the organisations we give money to do a good job of running things.



This booklet tells you the first things you need to have to get money from us.



You can find more help on our website:
communityfoundationwales.org.uk/grants-overview/grants-toolkit/governance



To get funding from us, you must have the things in this booklet.

Governance



Governance means how you manage your organisation.

Your organisation must have:



- A **Governing Body**. This is a group of people who watch over how your organisation works.



Your governing body must have at least 3 people. They cannot all be in the same family.



Governing bodies should meet at least 4 times a year, every 3 months.

- If you pay the people in your Governing Body:



- You must have a formal written agreement. It should explain the details of the payments.



- If you are a registered **charity** these payments must be in your **governing document**. This is like your rule book for your charity. Or they should be in a document the Charity Commission or Courts have agreed.



- If you are a Community Interest Company, the payments must be in your governing document.



- Your Chair, Treasurer, or Director should sign and date your governing document.

- Governing documents must say:



- Your organisation is not for profit. If your organisation makes any money, it must say you will use the money to help the organisation.



- You can only use your business **assets** to help the goals of your organisation.



Assets are the things your organisation owns. They can be things like computers, buildings, and vans.



If your organisation closes, your assets must be given to an organisation with similar goals. The law calls this a **dissolution clause** or **asset lock**.



If you are a **Community Interest Company**, name the organisation that will get your assets if you close.

Your money



- You must give us your latest official accounts. Or a paper showing what money came in and went out.



Your Governing Body Chair or Treasurer, or a Director must sign these documents. If your documents are more than 18 months old, you must tell us why.



- If your organisation started in the last 12 to 18 months, you must also send us a **financial forecast**.



This is a document that says what you think your money in and out will be in the next 12 months.



- You must have 2 people, who are not family, to sign off payments.



- Your organisation should have a bank account in its own name.



When we give money, we pay it from our bank to yours. We will ask you to give us a recent bank statement to prove your bank details first.



- We are a **Living Wage Funder**. We want the organisations we fund to pay their workers the Living Wage. This is higher than the minimum wage.



You can become an official Living Wage Employer with the [Living Wage Foundation](#).

Safeguarding



Safeguarding is making sure people are safe from being hurt or treated badly.

Your organisation must have:



- A **safeguarding policy**. This is a document that says how your organisation will keep people safe. The safeguarding policy must:



- Explain what safeguarding means.



- Say that you will protect everyone in your organisation.



- Explain who vulnerable adults are. These are adults that are more at risk of harm.



- Explain the different ways children and adults might be hurt.



- Say what to do if something bad happens, or someone tells you they are being harmed. It should say who to tell and how to contact them.



- Name someone in charge of safeguarding in the organisation. Give contacts for your local authority, police or local safeguarding board.



- Say when the policy was last checked, who checked it, and when it needs checking next. It is best to check it every year or when laws change.

Your organisation must have:



- Regular training for your Governing Body on your Safeguarding Policy.



- Safeguarding training for all workers and helpers who work with children and adults. The training must be recent and match the work you do. It should teach about your safeguarding policies and rules.



- DBS, Disclosure Scotland or Access NI Checks on everyone who works with children and at risk adults. These checks look at their criminal records.

Other policies

Your organisation must:



- Have an **Equality, Diversity, and Inclusion policy**. This is a document that says how your organisation will treat everyone fairly.



- Have a **Data Protection policy** and follow the UK GDPR law. This is a law that protects people's personal information.



If you keep or use personal information you must follow this law.



If you break this law, you might have to pay a fine. Find out more on the UK Government website: www.gov.uk/government/news/make-sure-your-charity-is-ready-for-gdpr



- Have an IT policy if your team uses things like your computers and smartphones. The document must say how people should use them.

Insurance



Voluntary organisations must have **employers' liability insurance**. This is the law.



This insurance covers all volunteers and workers if they get hurt or sick because of their work.



The UK Government says it is good to have **public liability insurance** if you:

- Own or use land or buildings.
- Hold events with the public.



Public Liability Insurance helps if someone makes a legal claim against you. Like if someone gets hurt at your event and wants money from you.