

Funders look for evidence of good management and governance. They look for consistency in the information that you provide and are look for information about, for example, the role of the committee in managing the organisation including making sure it meets its legal obligations, looking after its money, being accountable to its members and so on.

The following checklist covers the main areas that you need to consider and some of which funders look for. Read through the following list to see if you are ready to apply for funding:

Item	Yes / No	Action
Have you got a constitution?		
Do you regularly update your constitution and does it “fit” with what you currently do?		
Do you have a bank account?		
Is the group’s name the same on the constitution and on the bank account?		
Do you have at least three unrelated cheque signatories?		
Do you have the right number of committee members? (Your constitution will guide you)		
Do you have a Chair, Secretary and Treasurer?		
Do you have any other committee members?		
Does your committee meet regularly, for example monthly?		
Do you keep minutes of all your meetings and do they record decisions that you’ve made?		
Do you get regular financial reports at your committee meetings?		
Are you able to make decisions based on the information in the financial reports?		
Do you have an AGM each year?		
Do you have annual accounts?		
Do you have your annual accounts independently examined?		

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