CVS Falkirk Resource Library Steps to Becoming a Charity



Trustees

• Identify potential team of trustees / committee members with relevant skills and from diverse backgrounds.

Guide & Worksheets

• Read: "Becoming a Charity in Scotland" (OSCR series)

OSCR Guidance

- Read (all linked below):
 - "Becoming a Charity"
 - "Meeting the Charity Test"
 - "Guidance and Good Practice for Charity Trustees"
 - "SCIOs: A Guide" (if relevant)

Legal Form

 Discuss and agree on legal form - for example, Scottish Charitable Incorporated Organisation (SCIO), Unincorporated Association, etc.

Governing Document

- Draft constitution based on chosen legal form.
- Agree on charitable purposes, beneficiaries, area of benefit.
- Ensure all trustees are familiar with the governing document and agree to its content.

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Applying to OSCR

- Register for OSCR online application.
- Complete trustee declaration form (for each trustee).
- Upload documents and submit documents to the OSCR website.

Application Process

- Respond in a timely manner to any queries you might receive.
- If you are unsure about what's been asked don't be afraid to contact the OSCR case officer for clarification.
- Feel free to seek guidance from your local Third Sector Interface (TSI).

Charity Status

- Once your organisation has been added to the Scottish charity register you will be subject to rules and regulations governing Scottish charities.
- OSCR require charities to fulfil certain requirements, including submitting an annual trustees report and accounts; charities must also seek consent and notify OSCR of certain changes.

Relevant Links

- "Becoming a Charity"
- "Meeting the Charity Test"
- "Guidance and Good Practice for Charity Trustees"
- "SCIOs: A Guide"
- OSCR online application
- Trustee Declaration Form

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