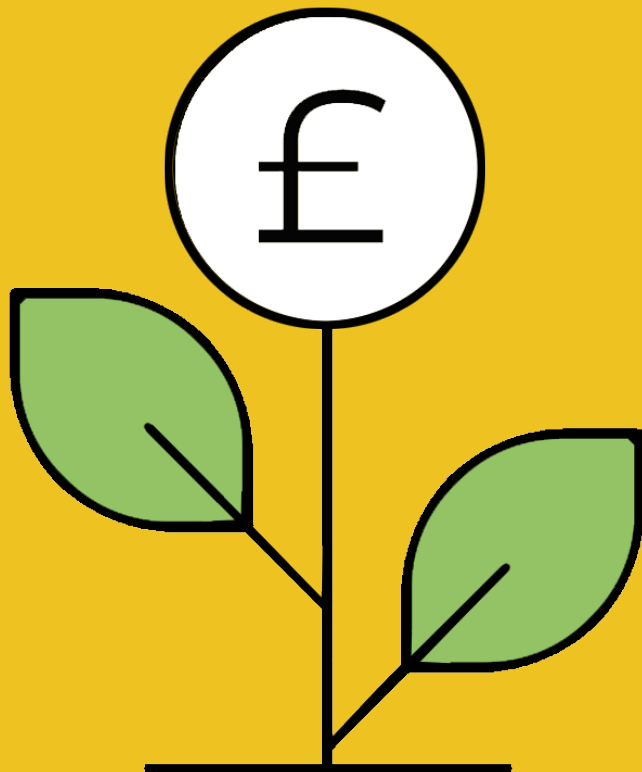


get ready to apply for
FUNDING



Tower Hamlets CVS
Unit 3.10 The Green House
244-254 Cambridge Heath Road
London E2 9DA
Registered Charity No.1137143

www.thcvs.org.uk
e: **info@thcvs.org.uk**

Before you start, here are some helpful tips:

- Read the funding guidance and check that you're eligible. Some funders only fund organisations of a certain type or income level.
- Check the deadline (including the time of day - you don't want to get caught out by a midday deadline when you thought it was a midnight one).
- See if there's a list of documents that you will need to submit with the bid (eg. job descriptions, project plans, evaluation frameworks, policies and procedures and bank statements) and start putting it together as early as possible.
- Check who will need to sign your application and make sure they're available.
- Check if the bid will also need a referee, and make sure you have someone in mind who meets all the criteria and has given you their permission.
- Make sure there's someone around to help you with the budget and/or with proofreading the bid before you submit.
- Make sure you know what you need the money for.



Business planning

- Your business plan sets out your organisation's purpose, aims and goals. It describes what you are in the business to do. NCVO has [guidance on this topic here](#).
- Your business plan will set out the direction that your organisation is going. [NCVO has some guidance on ways to describe your organisation's direction](#).
- THCVS has a basic business plan template you can use [here](#).





Governance

- Check that your governing document outlines open membership. This means your activities are free to access by all clients and not on their ability to pay.
- Check that your governing document contains a not-for-profit clause. This means no individual benefits from surplus funds. Any surplus funds your organisation collects should be reinvested back into your organisation.
- Check that your governing document contains a dissolution clause. This means that no money is shared to individuals should your organisation close. Any money left after wind-up cost is distributed to another named public benefit organisation.
- If you don't have a governing document, or you are not sure about your current document, check NCVO's guide: [A charity's governing document: What it should include](#)
- If you need to write a governing document, look at the [Charity Commission guidance](#).

Quality assurance

Some funders will ask you to show evidence of achieving a recognised quality mark. If you don't have a quality mark currently, start planning which one would be best. Find out how much it costs, add to your budget, and include in your service delivery plan how you will achieve your quality mark.

Some quality mark standards:

- [Trusted Standard](#)
- [London Youth Quality Assurance Programme](#)
- [Matrix Standard](#)
- [Hear by Right - NYA](#)
- [NAVA Quality Award](#)





Managing money

- Do you have your latest annual accounts?
- Do you have an annual budget?
- Do you have an organisation bank account with two unrelated signatories?
- Do you have written financial procedures?

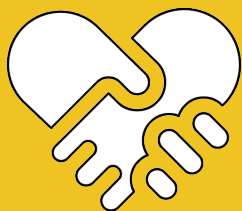


Managing people

- You will need to ensure you have proper procedures for employing staff
- ACAS have a range of information about [employment contracts here](#)
- [NCVO guidance on Employment Law](#).
- [Guidance for line managers on employing people with a disability or health condition](#).

If you have volunteers:

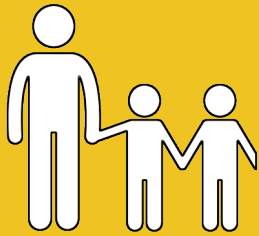
- Consider getting [Investing in Volunteers](#).
- Sign up to [Volunteer Centre Tower Hamlets](#) training.
- Check the Volunteer Centre Tower Hamlets - [Managing volunteers resources](#).



Equality and diversity policy

- You will need an up-to-date Equality and Diversity policy. [Get started with equity, diversity and inclusion with NCVO here](#).
- [Tower Hamlets anti-racist pledge](#).





Safeguarding children and adults at risk of abuse

- Review your current safeguarding policy. Check it has been updated in the last 2 years.
- Set out a plan for training board, staff, and volunteers on safeguarding and how to report a concern.

Children and young people:

- NSPCC has a comprehensive [set of guidance and resources](#) to help you think through what you need to safeguard your children and young people.
- You can contact the [Voluntary Sector Children and Youth forum](#) if you have any queries about children and youth safeguarding issues.

Adults at risk of abuse:

- Tower Hamlets has a number of panels of support for vulnerable adults. [You can find out more about them here.](#)

Insurance

- There are a few key types of insurance that voluntary organisations will need. You can find out more about these [types of insurance here](#).
- Zurich is the NCVO trusted supplier for insurance and produces a guide for voluntary organisations in [10 simple questions here](#). This will help you decide what type of insurance you will need.
- If you don't currently have insurance, you will need to plan to how you will put this in place. Find a quote and add this to your budget.

