7.0 Finding and Getting Money

Fit for Funding

Overview

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What Is Fit for Funding?

Before beginning to apply for funding it is important to look at your organisation from an outside perspective and ask yourself some basic questions about the running of your organisation.

This is because funders need to know that they can trust you with their money, and that your project is likely to succeed.

- Are you a well-run organisation?
- Do you manage your money well?
- Are all governing documents up to date?
- Are all appropriate policies in place?

If you are unsure about any of these questions the following guidance can provide some key areas to consider.

Governing Documents

The management of your group starts with your governing documents, regardless of whether you are a voluntary group, a **registered charity** or a **company limited by guarantee**.

Before applying for grants, check your constitution is up to date and covers all current activities of the organisation. Pay particular attention to this if you have recently expanded or are planning to expand into a new area of working.

- Do your objects cover your new plans?
- Does your constitution allow you to raise funds through grants?

If the management structure has changed or there has been a change of leadership in your organisation ensure this is reflected in your governing documents.

Some organisations have a review date written into their constitution. Does your constitution have a review date, has this date passed? This may be a red flag to funders.

Funders may check for a dissolution clause to state what would happen should the organisation disband.

Policies

Your **policies and governing documents** should mirror each other in terms of the types of activities they describe. Your policies should cover you for the types of works described in your governing documents

Consider if your organisation works in the following areas and if you have the necessary policies in place:

- Safeguarding
- Environmental management
- Heath and safety
- Volunteering
- Confidentiality
- Equal Opportunities
- Welsh Language

Make sure all policies look like a professional document which best represents your organisation. Policies should be signed and dated to ensure this and may be a requirement for some funders.

Finances

Funders will look at the **financial records** of your organisation to ascertain if the grant will be managed effectively and if your organisation is financially stable enough to run though the length of the project.

- Can you provide up-to-date annual accounts that give a clear picture of your financial position?
- Have they been approved by your committee, and independently checked or audited?

Ask yourself if you have systems in place to record all money coming in and going out. What checks and controls are in place to avoid mistakes and to keep money safe?

If you are running at a loss or have low reserves, you may need to provide extra information to convince a funder the grant will be safe and the project will be managed effectively.

Returns

If you are a registered charity, or a company, are your **annual returns** to the **Charity Commission** and/or **Companies House** up to date?

Remember
Remember that some funders run routine checks on the Charity Commission website.

Management

It is important that all members of management are aware of their **legal responsibilities**. Your senior management team are the leaders of your organisation and should have relevant skills and knowledge. If not, can you show that you know where the gaps are and that you are doing something about it?

This is particularly important if you are starting a major new project – for instance employing staff for the first time, or a big building project.

What If You Are Successful?

If you are successful in receiving funding it is important to consider the best ways of managing the grant and reporting outcomes to your funder. Funders may have their own **monitoring processes**, but it is good practice to build **internal monitoring** of all projects. This will help reporting back to your funder in good time, building a case for support for future applications, and keeping track of the progress of your project in case any adjustments need to be made.

Before making an application evaluate the impact the project will have on your organisation.

- Do your staff have sufficient time and resources to run this project?
- Do you have capacity to fulfil all grant requirements?

Check out the TSSW Knowledge Hub for other resources that may be of use to you.
Knowledge Hub

Cefnogi Trydydd Sector **Cymru** Third Sector Support Wales

Cefnogi Trydydd
Sector **Cymru**

Third Sector
Support **Wales**

Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact
https://thirdsectorsupport.wales/contact/

Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.