

# Newcastle CVS role in handling funds

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## Acting as a third party intermediary

Some grant-making charitable trusts limit their giving only to registered charities, i.e. charities which are registered with the Charity Commission. This can cause problems for non-registered groups. Newcastle CVS can sometimes help such organisations who are members by offering to accept those grants and passing them on by acting as an intermediary. We would usually agree to do this for small grants i.e. £5,000 or less. If you are applying for more funding, talk to us first to check we are happy to act for you. This facility does not allow you to raise money using our name, for example, as part of street collections, raffles, etc. If this is your intention then get in touch and we will be happy to advise you on what you need to do.

There will be a nominal amount of £10 to cover the cost of processing the funds and we will send you an invoice once we have agreed to act as an intermediary. This will need to be paid before we process the funds.

An agreement by Newcastle CVS to provide this service does not last indefinitely. If you wish to apply for further funding or for another application, and, you would like us to continue acting for you, we would need another letter/email asking for permission for the agreement to continue, and giving information on new funding approaches.

**Please note that no permission is given for “using” or “borrowing” our charity number, as this is illegal.**

We must comply with certain formalities to make sure Newcastle CVS does not break the law (see box on second page). You must get permission from us before you inform the funding trust that we are able to act on your behalf. Even if we have previously acted as an intermediary, it cannot be assumed we will do so for all of your applications.

Once we have received the information listed in the box, and we are satisfied that it meets our requirements, we will give you permission to proceed. In some circumstances we may request further information and, rarely, we may turn down a request without explanation. You should be aware that, to avoid possible fraud and money laundering, we share information with other infrastructure organisations in the North East. If one of them has already refused use of their third party account service, it is unlikely that we will be able to help you.

If your application to the funding trust is successful you will receive a letter and a cheque from them. You should inform us that you have been successful with your application and that you will be sending us a copy of the award letter and the cheque for processing. We will then process the cheque and pay the money by BACS into

your organisation's bank account using the information on the bank statement. We will make sure that the funding trust understands and accepts that we will not be monitoring the use of funds.

We offer this service to Newcastle CVS members only. Membership is free for

voluntary and community groups, charities and social enterprises based or working in Newcastle and Gateshead. If you are not a member, it is easy to join. Please find information on membership at:

[www.cvsnewcastle.org.uk](http://www.cvsnewcastle.org.uk)

### Acting as an intermediary process

The organisation must write to/email the Newcastle CVS Chief Executive, seeking approval for the use of this facility. The letter/email should include:

1. The name of the trust/s you are applying to
2. The amount of money you have requested
3. What the money is for and a statement in the letter/email to say that the money will be used only for this purpose
4. A copy of the funding application
5. A full list of all the members of your management committee specifying key roles – Chair, Treasurer, Secretary, etc.
6. The names of the signatories to your bank account (if your group does not have a bank account, please contact us)
7. A copy of a recent bank statement for your organisation so that we have the correct details for payment. We pay by BACS directly into the organisation's bank account.

## Our partners

**Newcastle CVS** is working in partnership with other local infrastructure organisations to support the voluntary, community and social enterprise sector in the North East.



**RCVDA**



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