

Are you ready to fundraise?

Do you know about the work of local charities and enterprises?

Find out about and link into and compliment what already exists rather than duplicating other work – is it really necessary to start something new?

Do you have people and purpose?

To form an organisation you need a minimum of three people to agree on aims and mission, to volunteer and take overall responsibility.

Are you a legal entity?

You need a governing document (for example a constitution) and organisation bank account with a minimum of two unrelated signatories not living at the same address.

Do you know how to keep effective records and accounts?

You need to demonstrate you are able to manage both your money and work.

Do you have up to date policies and procedures appropriate for your work?

For example: health and safety; safeguarding; equality and diversity; risk management.

Do you have a plan?

You need to be able to describe your proposal in detail:

- What? Why? Who? Need? Where? How? So what?
- How will you measure the difference you make?
- Do you understand the terms outcomes and impact?

Do others support your proposal?

Consult others to improve your plans and organise fundraising activities to raise some of your own money to build credibility. It is better not to rely just on grants.

Have you allowed enough time to raise money?

You might not hear for up to six months after applying for up to £5,000 but it is a much longer process for large amounts (around 18 months for Reaching Communities).

Do you record all applications (whether successful or not) and other fundraising?

It is important to:

- keep track of who you have applied to and if you were successful or not
- thank funders and send monitoring reports promptly
- keep a record of donations from individuals (registered charities can use gift aid to increase the value of donations from tax payers)

To find out more contact

Email: fundadvice@cvsnewcastle.org.uk

Phone: 0191 2357033

Web: www.cvsnewcastle.org.uk

Did you know we offer support with fundraising?

Get in touch to find out how we can help.

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