**Are you ready for funding?**

If you’ve not applied to the council for grants before, we need to know a bit about how you run your organisation. To reassure us that you’re ready to manage this funding, there are a number of different documents you need to have in place (see eligibility criteria in the [Berinsfield Grant Scheme policy](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/04/Berinsfield-Grants-Policy-240222_FINAL_approved-EE.pdf)). These include, but not limited to:

* Constitution
* Bank account in the name of the organisation
* GDPR (data protection) Policy
* Equalities Policy
* Health and Safety Policy
* Safeguarding Policy

**Where can I get help with these?**

The Berinsfield Garden Village team is happy to help guide you through the application and to have a chat with you about your eligibility for the scheme. Contact us on [berinsfieldgv@southandvale.gov.uk](mailto:berinsfieldgv@southandvale.gov.uk).

If you need, support to set up your organisation in a more formal way with the right policies and procedures in place, there are plenty of resources available and services to help. Here are two organisations that may be able to help you:

[**OCVA (Oxfordshire Community and Voluntary Action)**](https://ocva.org.uk/)

This organisation exists to help Oxfordshire’s voluntary and community sector by providing advice, information and training. They can help you find volunteers and make sure they’re supported, as well as offering advice on group development and governance. They can provide the appropriate templates and always offer a friendly ear if there’s anything else that could help in the running of your group. Contact Angela on [communications@ocva.org.uk](mailto:communications@ocva.org.uk)

[**NCVO (National Council for Voluntary Organisations)**](https://www.ncvo.org.uk/)

NCVO provide a number of model policies for its members. Membership is free for voluntary groups with an annual income of under £30,000. Their [website](https://knowhow.ncvo.org.uk/organisation/operations/policies-and-procedures) is a source of knowledge and e-learning for charities, social enterprises and community groups.

**Other useful websites:**

Model governing documents and constitutions from the Charity Commission -<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/586358/GD4.pdf>

Safeguarding advice - <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

GDPR guidance from the Information Commissioners Office (ICO) - <https://ico.org.uk/for-organisations/>

A simple guide for setting up a charity - <https://charitysetup.org.uk/>