

## Preparation for a Funding Application

Here is some helpful advice for your Group or Band before starting your funding application!

- ✔ *Ensure the project is well planned!*
- ✔ *Make contact with the funder before starting the application.*
- ✔ *Attend any funding information workshops held by the funder.*
- ✔ *Read the guidance notes carefully before applying.*
- ✔ *Study the score matrix for the questions to ensure your application scores maximum points.*
- ✔ *Demonstrate a need for the project.*
- ✔ *Accurately budget the project costs.*
- ✔ *Show evidence of good project management and administration.*
- ✔ *Outline how the project will make a difference in the community!*
- ✔ *Make sure to tick off the checklist at the back of the application to ensure you have enclosed all of the necessary documentation.*



## Help & Support from the Schomberg Society

The Schomberg Society and Reivers House act as a support hub for local Ulster-Scots Groups, Marching Bands and Community Groups and can facilitate help and support in the following:

- ✔ *Good Governance Training*
- ✔ *Community Development*
- ✔ *Networking*
- ✔ *Signpost for Funding*
- ✔ *Advice and Support*
- ✔ *Access N.I. Registration*
- ✔ *Group Policies and Procedures*



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## A GUIDE TO GOOD GOVERNANCE

### For Ulster-Scots Groups, Marching Bands & Community Groups



## Why is Good Governance Important?

In this modern era, it is essential that all community organisations have the necessary practices, procedures and policies of good governance in place.

Only groups which are well equipped have the ability to develop, progress and maximise their opportunities.

**Groups which are fit for purpose can benefit from the following:**

- ✔ *Opportunities for new activities that would otherwise be denied.*
- ✔ *Applying for and receive funding to help develop the community and their own group.*
- ✔ *Members and volunteers will be able to gain new skills, expertise and experience and share this with the wider community.*
- ✔ *Build confidence and skills within the group and help to address local community issues and needs.*
- ✔ *Safeguard the interests of your members, volunteers and the general public.*



## Good Governance Checklist

These are some of the recommended documents, policies and procedures any well governed organisation should have in place!

- ✔ *Constitution*
- ✔ *Bank Account*
- ✔ *Annual Accounts or Financial Report*
- ✔ *Insurance*
- ✔ *Access N.I.*
- ✔ *Child Protection, Safeguarding and Adults at Risk Policy*
- ✔ *Qualified Designated Officers for Child Protection*
- ✔ *Risk Assessments*
- ✔ *Complaints Policy and Procedures*
- ✔ *Register your group as a Charity*
- ✔ *Development Plan / Strategy*
- ✔ *Organisational Specific Policies*
- ✔ *Training is up to date*



## Helpful Hints

Here are some useful tips that your group may find beneficial!

- ✔ *Committees should elect a minimum of 4 officer bearers - Chair, Vice-Chair, Secretary and Treasurer.*
- ✔ *Volunteers elected as office bearers should have the appropriate skills.*
- ✔ *Committees should meet regularly.*
- ✔ *Committees should keep good minutes and records.*
- ✔ *An AGM held and all members notified.*
- ✔ *All procedures and relevant policies adhered to.*
- ✔ *All Child Protection and Adults At Risk policies should be publicly displayed.*
- ✔ *Good governance should be monitored and updated.*
- ✔ *Appoint 2 members of your group to oversee and monitor social media.*

