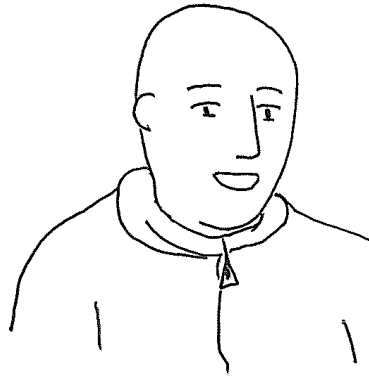


Fact Sheet 3



Governing Documents

A common mistake made by applicants is a failure to send us their governing document. Sometimes the document sent does not meet our requirements. Big Lottery Fund needs to look at the governing document to ensure that the organisation has good governance structures in place. This factsheet raises some points that you should consider to help you meet our requirements.



What is a governing document?

Governing Document:

Voluntary and community organisations must have a written governing document (for example, a constitution, set of rules or trust deed) which your organisation must submit with your application.

We need to know that the governing document has been accepted by your organisation. This is usually shown by the document being signed and dated by an appropriate office bearer. We will accept a photocopy of the original signed and dated governing document.

Your organisation must have at least three people on its governing body or management committee who are not related to each other.

Constitution
or
THE MASTER CHEF
GOOD FOOD PROJECT

*This constitution was formally adopted on the 16 day
December 2009 by the members of the Group in a
Special Meeting.*

Signed: John Dwyer (Chairperson)

Signed: Mary Mary (Secretary)

1. The name of the group shall be The Master Chef Good Food Project.
2. The objects of the project shall be:
- to improve health and well-being in the local community
3. Powers
In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:
- promote healthy eating in the local community by running a cookery scheme.

New Organisations:

We welcome applications from new voluntary and community sector organisations. If you are a new organisation, your committee should adopt a governing document before you apply.

Statutory Organisations:

Statutory organisations do not need to send us a governing document.

Good Governance:

You can find more information about good governance in our guide available on our website at http://www.biglotteryfund.org.uk/good_governance_guide2.pdf or from our information team.

If your governing document does not fall clearly into one of the examples above or you require any further clarification relating to our governing document requirements, please telephone 028 9055 1455 and ask to speak to a member of the Information Team before submitting your application.

Or email the Information Team at: enquiries.ni@biglotteryfund.org.uk

If you require support with creating or amending your governing document you may wish to contact:

Northern Ireland Council for Voluntary Action (NICVA)

61 Duncairn Gardens, Belfast, Antrim, BT15 2GB

Tel: 028 9087 7777

www.nicva.org

Factsheets available in this series:

1. Bank Statements & Bank Details Form
2. Accounts
3. Governing Document
4. Capital Works
5. Application Form

We are setting up a new organisation; do we need to provide a governing document?

