



Argyll and Bute Third Sector Interface
Are you ready to apply for funding?

Funders look for evidence of good management and governance. They look for consistency in the information that you provide and are look for information about, for example, the role of the committee in managing the organisation including making sure it meets its legal obligations, looking after its money, being accountable to its members and so on.

The following checklist covers the main areas that you need to consider and some of which funders look for. Read through the following list to see if you are ready to apply for funding:

Item	Yes/No	Action
Have you got a constitution?		
Do you regularly update your constitution and does it "fit" with what you currently do?		
Do you have a bank account and is it in the name of the group?		
Do you have at least three unrelated cheque signatories?		
Do you have the right number of committee members? (Please refer to your constitution)		
Do you have the relevant office bearers(chairperson, secretary and treasurer)?		
Do you have any other committee members?		
Does your committee meet regularly?		
Do you keep minutes of all your meetings and do they record decisions that you have made?		
Do you receive regular financial reports are your committee meetings?		
Are you able to make decisions based on the information contained within your financial reports?		
Do you have an AGM each year?		
Do you have annual accounts?		
Do you have your accounts independently examined/audited in line with		

Argyll and Bute Third Sector Interface | 01369 700100 | support@argylltsi.org.uk

Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No. SC277345
 Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ



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your constitution and legal guidelines?		
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