



Good **governance** guide

Governance – how an organisation is run.



Easy Read



About us

We are called the **Big Lottery Fund**. Or **BIG** for short.



BIG – we give organisations money from the National Lottery to help people who really need it.

We want to make sure your organisation will look after any money we give it, and spend it carefully.



To make sure this happens we ask questions about your organisation's governance.

It will help us decide if we should give your organisation any money.



About this leaflet

This leaflet tells you:

- ✓ What governance means.
- ✓ What you need to do.
- ✓ How we check your organisation has good governance.
- ✓ How to find out more.



What governance means

Governance is about how an organisation is run.
It is about things like:

- ✓ How an organisation works.
- ✓ Who is in charge of it.
- ✓ How they make sure it is run in a good and fair way.
- ✓ How an organisation looks after its money.



What you need to do

There are organisations called **regulatory bodies**.

Regulatory bodies – organisations that set rules for the governance of organisations.



These organisations are usually Companies House or the Charities Commission.



You need to show us that you are following the rules.

The next few pages say what you need to show us.



More about what you need to do

1. Read the information we give to you carefully

Your staff need to know what they must do if we give some money to your organisation.



When we give you money, we ask your organisation to agree to some things. If you sign to say you agree, then do not do it, you may be breaking the law.

2. Fill in forms carefully and properly

If you make a mistake on your form cross a line through the mistake ~~like this~~. Put your initials next to the mistake.



Do not use tippex or change anything on your form.

3. Give us the **registered address** for your organisation



Registered address – the address that is on official forms. It is often the address of your organisation's main office.

Make sure this address is the same on all the documents you give us.



Make sure you have the right name and address of your bank as well.



4. Make sure the people who work with you have the right certificates and qualifications

We will check this.

5. Have good **governing documents**



Governing documents – documents about how your organisation is run. They may also be called your constitution, or articles of association.

They must be:

- ✓ Up to date.
- ✓ Correct.
- ✓ Follow rules of regulatory bodies.

You should send us these documents if we ask you to.





6. Tell us about the people in charge of your organisation

We will check that the information you give us matches the information you give to regulatory bodies.



7. Make sure all the bits of information you send to us match each other

We will check this.



8. Only spend the money we give you on what we agreed

We may give you money before you need to spend it.

You must only spend the money on what we agreed.



Everyone who needs to should know what they need to do to keep, and to spend the money.

Records of what money there is should be clear.



9. Have the right rules and paperwork

You must have the right rules and paperwork about working with children and **vulnerable adults**.

Vulnerable adults – people who need extra support to stay safe and well.



10. Be sure that the right people in your organisation are signing your governing documents

Tell regulatory bodies if someone in charge of your organisation starts or leaves.



Make sure this is written correctly on all your important paperwork.

11. Have **referees**



Referees – people who know your organisation well who we can talk to.

When you ask us for money we will tell you:

1. _____
2. _____
3. _____

✓ If you need to have a referee.

✓ A list of who your referees can be.

You need to ask the people you want as your referee if they are happy to do this.



Your organisation should know people who will be good referees.

It is a good idea to have different referees for different projects.



How we check your governance

We check every organisation who asks us for money to see if they are run in a good and safe way.



If we are worried we will do a bigger check.



If someone we already know about is named on your application form and we are worried about them, we will do a bigger check.

We might not be able to tell you much about this, because the information about them may be private.



On the form we ask you to give us the details of 2 people we can contact. We will check this information to make sure it is true.

We will not give your organisation any money if we cannot check this information.

We may do a check after we have given you the money as well.





How to find out more

If you have questions about this document you can:



✓ Email customer.services@biglotteryfund.org.uk



✓ Phone 0191 376 1704



✓ Fax 0191 376 1661



✓ Look on our website. It is www.biglotteryfund.org.uk



✓ Write to: Big Lottery Fund
2 St James' Gate
Newcastle upon Tyne
NE1 4BE



We cannot help you fill in the form to ask us for money. Try your local Citizens Advice Bureau if you would like help with this.

 made this document into Easy Read.

 supplied the pictures.