

# IPB COMMUNITY ENGAGEMENT FUND

Governance Guidelines

# 2016

## Purpose

IPB is fully committed to high standards of corporate governance at all times, and we will only make funding awards to organisations that can demonstrate that they have sufficient and appropriate governance arrangements in place that meet our requirements.

We have developed these guidelines to highlight the structure, documentation and accounts your organisation is required to submit should your application be successful for funding.

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### What do we mean by governance?

Governance refers to the way your organisation is set up and run. It relates to the way your organisation is administered and controlled, its aims and objectives, and its key stakeholders. It is also about the policies and procedures, other documentation, and management arrangements that your organisation has in place to support its activities.

### Why is good governance important?

IPB must ensure that its money is going to organisations that can effectively deliver projects and is being used for the genuine benefit of the community. We are seeking reassurance that your organisation has sound governance structures in place so that you can manage and deliver the project you want IPB to support. We operate an assessment process that includes the screening of all organisations. We will only make funding awards to organisations that can demonstrate that they have adequate governance in place that will meet IPB's requirements.

### The Governance Code

In the absence of the implementation of the Charities Act, 2009, the development of good governance in and by the Irish community and voluntary sector has led to the Governance Code ([www.governancecode.ie](http://www.governancecode.ie))<sup>1</sup> being established. The Governance Code was developed for all community, voluntary and charitable organisations to provide them with a set of guidelines to help people on the boards of such organisations to run their organisations. All community and voluntary organisations are being encouraged to sign up to the Code.

### If your application is successful the following information will be requested to support your application:

#### 1. Organisation's profile

To help us understand the type and size of your organisation, you must be able to advise us of the following:

- Number and names of board members or directors/trustees/committee members
- Number of employees
- Number of volunteers
- Company Registration Number (if applicable)

#### 2. Governing documents

Your governing documents must be up to date and accurate. Your organisation must have a written governing document (e.g. memorandum and articles of association, constitution/set of rules)

This demonstrates that your organisation is properly set up and authorised to carry out the activities for which you are requesting the funding.

#### Annual accounts

You must also be able to supply a signed copy of the latest set of audited/unaudited accounts appropriate for your organisation. Financial accounts should be reflective of your most recently concluded financial year.

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<sup>1</sup> The Governance Code: A Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland. [www.governancecode.ie](http://www.governancecode.ie)

The level of financial information required is dependent on the amount of the funding request.

- **For funding award requests of €5,000:** An Income and Expenditure statement for the organisation's most recent financial year is acceptable where a set of financial accounts is unavailable.
- **For funding award requests of €10,000 and €20,000:** You must provide a copy of your most recent set of annual accounts, independently reviewed and signed by the reviewer.
  - Independently reviewed accounts means that the financial accounts of the organisation have been reviewed by an accredited professional (such as an accountant/auditor) who is independent of the organisation.

### 3. Tax Clearance

It is the responsibility of your organisation to ensure that your tax affairs are in order before funding awards will be paid.

- Organisations approved for funding must show evidence that their tax affairs are in order (if applicable). Some organisations or sporting bodies may be exempt.
- If your organisation has a valid CHY number you will not need to supply a tax clearance certificate.
- Tax clearance certificates are available from the Revenue Commissioners; information and relevant forms are available on [www.revenue.ie](http://www.revenue.ie).
- Groups that are tax exempt must show that they are exempt from tax.

### 4. Organisation's address

The address of your organisation, provided with your application, must be its up-to-date registered address.

### 5. Bank Account and Statement

You must have an Irish bank/credit union account and be able to supply a copy of a recent bank statement, including IBAN & BIC details (statement dated within the past three months). The organisation's name and address on the bank account must be consistent with the registered name and address on your governing documents and application form. If there have been changes to the organisation's details during the process, the bank account details must reflect these changes.

### 6. Policies

If the proposed project includes children under 18 years of age or vulnerable persons, the organisation must have a policy already in place for the safeguarding of children or vulnerable persons, which shall be furnished to IPB upon request.

It is the responsibility of each organisation to ensure that it has appropriate insurance to support the proposed activity, which shall be furnished to IPB upon request.

### 7. Legal Fund Agreement

If you are successful in receiving funding, the agreement that will be put in place between IPB and your organisation is a legally binding agreement, making it essential for you to understand what is expected. Therefore, all relevant individuals in your organisation should understand what is required of them and the consequences of not complying with the terms and conditions of the agreement. Additional conditions specific to the receipt of the IPB Community Engagement Fund 2016 will be outlined in this agreement.

### 8. Signatories

You must ensure that the correct people in your organisation are signing supporting documentation. The person submitting the application on behalf of the organisation must be authorised to do so and similarly the legal fund agreement must be signed by two duly authorised members on behalf of the organisation.

Finally, we expect you to have all of the above in place prior to submitting an application, as the turnaround timeframe for submitting supporting documents is only 14 days from the conditional offer date, should you receive an offer. If the documentation cannot be provided within this timeframe, the offer will lapse.

### 9. Applications from branches of other organisations

- Independent branches of larger organisations can apply directly. However, they must have their own governing documentation and be allowed to manage the funds without referring to another body.
- Dependent branches can also apply directly, provided they:
  - Have their own governing document (or have adopted the parent organisation's governing document); and
  - Produce their own annual accounts (which may be included in the parent organisation's annual report); and
  - Have their own bank account or credit union account in the legal name of their organisation as shown on their governing document and are responsible for this account and how the funds in it are spent.
  - Have an up to date tax clearance certificate. If your organisation has a valid CHY Number you will not need to supply a tax clearance certificate.

If you have any further queries please email [community@ipb.ie](mailto:community@ipb.ie).