

Cellnex Community Fund

Before you start — what you'll need to have ready

1. A copy of your organisation's founding document

Every constituted organisation has a document that sets out what it exists to do and the rules it operates by. We need to see this because it confirms your organisation is properly set up and eligible to receive a grant.

This document has different names depending on what type of organisation you are:

- Registered charities call it a **constitution** or **trust deed**
- Limited companies and CICs call it **articles of association**
- Unincorporated associations (such as sports clubs or community groups) usually call it a **constitution** or **club rules**

If you are a registered charity, this is the document you submitted to the Charity Commission (in England and Wales) or OSCR (in Scotland) when you registered. You can download a copy from the register if you no longer have one.

If you are not sure what this document is called for your organisation, look for the document that describes your organisation's purpose and explains how decisions are made, how your committee is elected, and what happens to your assets if you wind up.

2. Your most recent accounts

We ask for this to check that your organisation is in a stable financial position and able to manage a grant responsibly. We are not looking for a perfect financial picture- we just need to understand the basics of how your organisation is funded and what it spends. What to upload depends on your situation:

- **If your organisation has been running for more than 12 months:** upload your most recent annual accounts. These are the formal financial statements your organisation

produces at the end of each financial year, usually including an income and expenditure summary and a balance sheet. If you are a registered charity with an income over £25,000, these will be on the Charity Commission website.

- **If your organisation has been running for less than 12 months:** upload a simple income and expenditure statement instead. This could be a spreadsheet or document showing what money has come in and what has been spent since you started. Bank statements can support this but are not sufficient on their own.
- **If you are brand new and have no financial history at all:** upload a financial forecast - a simple estimate of your expected income and expenditure for the coming year.

3. A safeguarding policy — only needed if your project involves children, young people or vulnerable adults

If your project does not involve working directly with people under 18 or vulnerable adults, you do not need this document.

If your project does involve these groups- for example, you are running digital skills sessions for young people, a STEM club for children, or activities with adults who have care needs - we need to see your safeguarding policy before we can award a grant.

A safeguarding policy is a document that sets out how your organisation keeps the people it works with safe from harm. It should explain what your organisation does to prevent abuse or harm, and what staff or volunteers should do if they have a concern.

Your policy must have been formally reviewed and approved within the last 12 months. If your current policy is older than that, please update it before applying. If you are not sure whether your project requires a safeguarding policy, it is better to include one.

A letter from your accountable body - only needed if you are an unregistered group

If your organisation is a registered charity, CIC or other constituted body, you do not need this.

Some community groups are not formally registered or constituted. This can be, for example, a neighbours' group, a residents' association, an informal sports team, or a community

collective that has come together around a shared cause but has not yet set itself up as a legal entity. These groups are still welcome to apply, but they need a constituted organisation to apply on their behalf and take legal responsibility for the grant. This is called an accountable body.

An accountable body could be, for example, a local charity that supports community projects, a community foundation, a housing association, or another established not-for-profit that is willing to manage the grant for you.

Before starting this form, your accountable body needs to provide you with a short letter or email confirming that they:

- Agree to receive and manage the grant money on your behalf
- Will be responsible for making sure the grant conditions are met
- Will handle the financial management and reporting requirements
- Have appropriate safeguarding arrangements in place if needed

If you do not yet have an accountable body in place, speak to your local Council for Voluntary Service (CVS) - they may be able to help you find one or advise on next steps.

4. Grant conditions — what you are agreeing to

All grants come with conditions. By submitting this application, you are confirming that, if you are awarded a grant, your organisation will sign our standard grant agreement and comply with its terms. This includes:

- Spending the grant only on what you describe in this application (and a right for Cellnex to clawback grant monies that aren't used in this way)
- Not starting your project until the grant agreement has been signed
- Completing a short impact report at the end of your project
- Letting us share news of your award publicly - for example in a press release or social media post.