CVS Falkirk Resource Library Steps to Becoming a Charity



Trustees

 Identify potential team of trustees / committee members with relevant skills and from diverse backgrounds

Guide & Worksheets Read: Becoming a charity in Scotland guide and complete worksheets

OSCR Guidance

- Read: (1) Becoming a Charity (2) Meeting the Charity Test (3) Guidance for Charity Trustees
- SCIO Guide (if relevant)

Legal Form

 Discuss and agree on legal form - for example. Scottish Charitable Incorporated Organisation (SCIO), unincorporated association

Governing Document

- Draft constitution based on chosen legal form
- Agree on charitable purposes, beneficiaries, area of benefit
- Ensure all trustees are familiar with the governing document and agree to its content

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Applying to OSCR

- Complete the correct application form
- Complete trustee declaration form (for each trustee)
- Submit documents to OSCR

Application Process

- Respond timeously to any queries you might receive
- If you are unsure about what's been asked don't be afraid to contact the OSCR case officer for clarification
- Feel free to seek guidance from your local third sector interface (TSI)

Charity Status

- Once your organisation has been added to the Scottish charity register you will be subject to rules and regulations governing Scottish charities
- OSCR require charities to fulfil certain requirements including submitting an annual trustees report and accounts; charities must also seek consent and notify OSCR of certain changes

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