



## Incorporation as a CIO with Foundation Model

### The Dayspring



The Dayspring are a Manchester based organisation, which aims to run volunteer-led reading sessions for children. Support is also provided for those who may need to develop their ESOL skills. Through the educational aspect, the group also offer life-long support with employability skills and guidance. Alongside this, The Dayspring offer a befriending service for older people, bereaved members, and any members seeking support from domestic violence. They also provide food packages for community members to alleviate those living in poverty.

The group had drafted policies and outlined a plan to generate income through grants and trading, as well as having an informal agreement with Highway Hope to use their premises.

The Dayspring wanted to register as a Charitable Incorporated Organisation (CIO) and were quoted a high charge for support to incorporate the group. The group raised their concerns over the cost with Highway Hope who recommended Macc for free, bespoke support.

Macc then met with Dayspring and outlined the different not-for-profit structures available, as well as the two CIO membership models. From this, the group felt that a Foundation Model was the most appropriate. Macc broke down the process of registering with the Charity Commission and identified where the Development Workers could support and advise, such as reviewing the drafted constitution and online application answers.

The Development Worker also discussed other queries from the Dayspring, such as outlining the tax benefits of incorporating, trading, trustee responsibilities as well as premises support information.



The development worker broke down the process of incorporating into stages, meeting regularly to support with next steps and discuss any queries or concerns. They shared a template CIO Foundation model governing document, highlighting where Dayspring needed to add information. This was then reviewed with areas that needed amending, such as the drafted charitable objectives.

Macc also advised on conflicts of interests within the board; where the group had 2 related trustees, Macc recommended having at least 3 unrelated trustees on the board and shared the Charity Commission's guidance for the board to review and consider their options. The group were then able to recruit an extra board member.

Once Macc and the Dayspring had completed the governing document and Trustee declaration, an online meeting was set up to work through the Charity Commission's online application answers.

Once the CIO application had been submitted, Macc further supported the Dayspring whilst waiting to hear the Charity Commission's response. Here, support included signing Dayspring up to Macc's funding portal, connecting to Macc's premises noticeboard, DBS checks, insurances, and business planning information and resources, as well as accessing training for Trustee Roles and Responsibilities.

The development worker also connected Dayspring with Macc's Volunteer Centre for resources, training and online events, such as the Recruit and Retain Volunteers event.

The Dayspring were contacted by the Charity Commission a few weeks after submitting their initial application to ask for further information on the objectives. The development worker discussed the Charity Commission response with The Dayspring, and together they made the necessary amendments to the application. Following this, the Dayspring received the positive news that the organisation was successfully registered as a CIO charity.

"Thank you so much, Charlotte, for all your support and guidance. We appreciate you and your dedication to your work. You went above and



beyond in your work with us. You far exceeded our expectations. We will always remember you for your good work with us.”

“Thank you, Macc, for agreeing to help and support us in registering The Dayspring charity. We are grateful.”

“Without you, we would have spent so much money on getting incorporated, you’ve saved us so much money and given us all your support for free! Thank you once again and God bless you all.”

**December 2022**