



Basic Support

The Capacity Building Team provides a range of support to voluntary and community sector groups within the City of Manchester.

We assist not only charities and other voluntary sector organisations which require in-depth, longer-term support but also those voluntary sector organisations which are often smaller, new or may have been around for a while but need only minimal or basic support.

The basic support requests we receive often only require short-term support by phone or email, for example, answering a charity's straightforward query or providing a little information and knowledge. In most cases, this provides the group with enough support to move itself forwards. If further support is required, we are happy to develop the support as appropriate.

We know it is not always easy for groups to identify their support needs as 'basic' or 'in-depth', so the Capacity building team is happy to work with groups to unpack the support needs and identify how much and what type of support is needed.

Recently, the Capacity Building Team provided basic support to an existing theatre group which was working towards the legal structure of a charitable company.

The group had already drafted its Memorandum and Articles and was in the process of applying to the Charity Commission to register as a charity. An Organisational Development Worker (ODW) provided email support to review the online application and provided suggestions for clarifying the charitable objects.

The Charity Commission further suggested that the beneficiary group could be more clearly defined and the charity again contacted us for direction on how and where to amend this aspect in its governing document.

An ODW was able to send an email providing links to a model Memorandum and Articles showing where and how beneficiary groups are described. The ODW also advised the charity how to go about amending the Memorandum and Articles with Companies House as well as how to evidence the trustee decision taken to alter the governing document and ensure good governance practice.

The charity has registered successfully with the Charity Commission.