



## Trusted Host Organisations - Guidance

The purpose of this document is to provide information to organisations interested in becoming a Trusted Host Organisation (THO) and support less well-established local groups to access the funding available under the Young Black People's Mental Wealth Fund.

### What does the Trusted Host Organisation Do?

As a minimum the Trusted Host Organisation must be able to:

- Receive and administer the Young Black People's Mental Wealth Funds on behalf of the awarded organisation.
- Provide grant and general support to the awarded organisation.
- Have a good working relationship with the awarded organisation and Hackney CVS.
- Pass our due diligence checks which includes being suitably experienced, constituted and able to keep accurate financial records of how the money is spent.
- Agree and sign our funding agreement.

We do not expect there to be a significant number of awarded partners which will require your support, but we do expect a couple of organisations that are not yet fully formed and therefore not able to directly manage the money they receive.

### How will you be chosen as a Trusted Host Organisation?

We expect awarded partners that need a Trusted Host Organisation to choose the organisation in an open, fair and transparent way. It's important that both parties can work together to achieve the vision they have for the programme.

Either the award partner can identify a trusted host organisation and ask them to apply via the form, or we can help match award partners with a suitable Trusted Host Organisation.

### Who can be a Trusted Host Organisation?

Any organisation that meets our criteria and passes our due diligence can be a trusted Host Organisation. Trusted Host Organisations in City and Hackney include:

Charities, CICs, Community Foundations, Companies Limited by Guarantee (CLGs), and Local Businesses or GP surgeries.



hackney  
CVS



City & Hackney  
Population  
Health Hub

YOUNG BLACK  
PEOPLE'S  
MENTAL WEALTH FUND



## Due diligence checks

We conduct due diligence checks on Trusted Host Organisations as part of the assessment process. As part of this process, we check if the organisation:

- Is constituted and can act as a Trusted Host Organisation within its objects – we ask for the organisation's governing documents and contact details.
- Has the experience and capability to administer and account for the funding – we ask for the organisation's most recent set of financial accounts (published within the last 12 months) and use these to check the organisation's financial position.
- Has the capacity to support the awarded organisation in its role as a trusted Host Organisation – we ask how the organisation was chosen and the pre-existing working relationship (if any).
- A recent redacted bank statement in the organisations name
- Relevant Safeguarding policies and procedures for project activities with clear and up to date review dates.
- A copy of your valid insurance documents.

Once we have completed our assessment and due diligence checks, we send the Trusted Host Organisation an offer letter that sets out the amount of funding endorsed, the payment arrangements and the terms and conditions of funding. We will copy the award partner(s) lead contact. The Trusted Host Organisation signs the terms and conditions, also known as the funding agreement, to indicate that they agree to them. We will release the funding once we receive a signed copy of this agreement. You can see a copy of the Terms and Conditions of funding [here](#).

Once the funding agreement has ended it's up to the awarded organisation and the Trusted Host Organisation to decide whether to continue the relationship beyond the funding term.

## Spending reporting

Trusted Host Organisation will report regularly to the award partner(s) and then us on your expenditure (typically every three to six months depending on the project length). The reporting will be asked for the following information:

- How much money has been used and for what?
- Has the money been used as set out in the agreed stage two budget? If not, then what happened and why?
- Will there be a substantial difference in your planned expenditure going forward, and will you need request a variation to the funding agreement from the fund?

The Trusted Host Organisation and award partner can agree on any additional reporting requires between to the two parties that suits.



## **What funding does the Trusted Host organisation receive?**

Funding details are set out in the offer letter from the Fund.

We provide Trusted Host Organisations with a contribution towards partnership support and/ or grant administration – which is £1,000 per awarded project. This is in addition to awarded Partners funds (typically £3,000). It only becomes available once all paperwork has been completed and signed off.

## **What if the award partners want the Trusted Host Organisation to do more than receive, account and distribute the funding?**

Your award partner might want the Trusted Host Organisation to do more than receive, administer and account for the programme. Trusted Host Organisation might be requested to provide extra support and/or deliver parts of the project, which could include:

- Support the organising and running of the project like community events or youth activities.
- Delivering parts of the project, for example running activities for young people
- Support the employment and management of sessional workers

In this case, some award partners may agree extra payment to the THO and will include this in their plan budget. It's a good idea for both parties to agree the relationship in writing. This agreement does not need to be long or complicated but should include roles and expectations, any services or support provided, the funding amount and period, as well as any local working arrangements and reporting on progress or spend.

## **How many Trusted Host Organisations do we expect?**

This will depend on the number of award partners that meet the requirements to require a Trusted Host Organisation. However, we anticipate that we will need a minimum of two Trusted Host Organisations.

## **Changing the Trusted Host Organisation**

There are many reasons why the Trusted Host Organisation might change. For example, the Trusted Host Organisation might experience changes which mean they can no longer support the partnership. Or the award partner might develop a need for a different type or level of support that the current Trusted Host Organisation cannot provide.

The funding agreement which is between Hackney CVS and the Trusted Host Organisation can be terminated with one month written notice by either side. Please note that the award partner cannot terminate this agreement; we need to do this on the award partners behalf.

If your award partner, the Trusted Host Organisation and Fund manager all agree, a funding agreement can be terminated with a shorter notice period.

The new Trusted Host Organisation must meet the criteria and pass all due diligence checks before we can put a funding agreement in place with them.

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