

How to set up a charity



Step 1

Find Trustees

You will usually need 3 trustees to set up a charity.

Trustees are "the persons having the general control and management of the administration of a charity" (Section 177 of The Charities Act 2011)



Step 2

Ensure you have charitable purposes

A charity should be for public benefit which means that the charitable purposes must help the public.



Step 3

Name your Charity

Your charity will require an official name, also known as the "main name". Your charity may use another name known as a "working name".

Your charity's main name or working name must not:

- Be the same as or too similar to the main or working name of an existing charity.
- Use words you do not have permission to use, for example a trade mark.
- Use offensive words or acronyms.
- Be misleading, for example suggest your charity does something it does not.

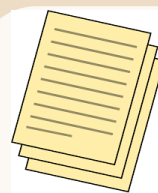


Step 4

Choose your charity structure

The structure of your charity will affect things such as:

- Who runs the charity
- How the charity is run
- What the charity can do



Step 5

Governing document

A governing document is a rule book for your charity detailing:

- Your charity's purpose
- Who runs it and how it's run
- How trustees will be appointed
- Rules about trustees' expenses
- Rules about payments to trustees
- How to close the charity

Step 6

Register your charity

If you are based in England or Wales and your charity has an income of at least £5000 per year or it is a charitable incorporated organisation (CIO), then you must apply to register your charity. This can be done at www.gov.uk

