

# Active Devon's Minimum Operating Standards

If you are looking to apply for funding from Active Devon, you will first need to meet our Minimum Operating Standards (MOS).

## What are the Minimum Operating Standards and why do we need to meet them?

It is of the highest importance that the providers Active Devon work with, are safe and compliant with UK legislation.

Our Minimum Operating Standards are a set of requirements, designed to ensure the highest level of safety and trust for all the participants we work with across Devon, through supporting the providers and activities we fund and support.

Not only do the Minimum Operating Standards help keep people safe, they also help prepare the provider, to be better equipped to successfully apply for funding from a range of different funding pots or organisations.

## What documentation is required for my type of organisation?

EXAMPLE	Qualifications	Insurance	Company Registration	DBS / Self-declaration	Over 18
Sole Trader	Activity Specific	Public Liability	Unique Tax Ref Number (UTR)	Safeguarding Policy / DBS certificate / Self-declaration	Passport / Driving Licence
Charity / Company	Activity Specific	Employer Liability	Confirmation of charity / company status	Safeguarding Policy / DBS certificates	
Education Establishment		Employer Liability	School URN* Unique Ref No.	Safeguarding Policy Equality Policy	

\*If you don't know your school's URN, you can find it here: <https://www.get-information-schools.service.gov.uk>

## Templates to help with the policy requirements

If you do not have one or more of the above policies already established, don't panic. We're here to help support you and these templates will help you get you started:

<a href="#">Safeguarding Policy Template</a>	<a href="#">Policy Statements Document</a>
(If you just need a safeguarding policy)	(If you require a document for multiple policies)
The Ann Craft Trust have also produced these great <a href="#">templates and guides</a> .	

Please use these policy templates as a guide and ensure the content is reflective of you or your organisation. Other policy templates are also available online.

## Individuals (non-registered company / business, charity or organisation)

**Please note:** In most instances Active Devon are unable to fund individuals.

## Funding Pathway

### Project Discussion

- Agree project outline and key deliverables with your local Active Devon contact

### MOS Checks

- Check you meet our Minimum Operating Standards for funding (this can be done in advance)  
*(We can help support you through this process)*

### SLA / Contract

- A contract is agreed between Active Devon and the provider, designed around the specific project or funding pot

### Evaluation

- The provider will feed back to Active Devon on how the project or activity went and what was learnt

If you need further information or if you have any extra needs in accessing this document, for example accessible PDF, large print, Braille, easy read or audio recording, please contact us at [hello@activedevon.org](mailto:hello@activedevon.org).

A member of our team will be happy to support you through the process.