



Resource: Information Guide – Setting up a CIC

Creating a Community Interest Statement is an important step in setting up your Community Interest Company (CIC). The Formation of CIC Form is Form CIC36, available from <https://www.gov.uk/government/publications/form-cic36-application-to-form-a-community-interest-company>

This statement outlines how your company will benefit the community. Here's a straightforward guide to help you through the process:

1. Understand the Purpose

First, it's important to grasp why we need a Community Interest Statement. This document explains how your CIC will serve and benefit the community. **All your activities should align with this purpose.**

2. Describe the Activities

Section A: In this part, we need to describe what your CIC will do in detail. Think about:

Specifics: Clearly define your activities.

Measurability: How will you measure success or impact?

Relevance: Ensure the activities align with your community interest goals.

Timeline: If applicable, provide a timeframe for your activities.

Example:

"Our CIC will offer free coding workshops for underprivileged children in our local community. These workshops will run every Saturday from 10 AM to 1 PM, with a goal of teaching at least 50 children each year. We'll measure success by the number of kids who complete the course and their feedback."

3. Explain the Benefits

Section B: Here, explain how these activities will benefit the community. Focus on the positive changes you aim to achieve.

Example:

"By providing free coding workshops, we hope to bridge the digital skills gap among underprivileged children. This will enhance their future job prospects and contribute to the local economy. The workshops will also foster creativity and problem-solving skills."

4. Ensure Community Interest

Section C: Explain how you'll ensure your CIC operates in the community's best interest. This could involve community consultations, feedback mechanisms, or partnerships with local groups.

Example:

"We'll establish a community advisory board made up of local educators, parents, and industry professionals to make sure our workshops meet community needs. We'll also conduct quarterly surveys to gather feedback and adjust our programs as needed."

5. Highlight Inclusivity and Accessibility

Section D: Describe how you'll make your services inclusive and accessible, especially for disadvantaged or marginalised community members.

Example:

"Our workshops will be held in accessible venues and will be free of charge to remove financial barriers. We'll also provide transport subsidies for children who live further away and ensure our materials are available in multiple languages."

6. Commit to Transparency

****Section E:**** Emphasise your commitment to being transparent and accountable. Mention how you'll keep the community informed about your activities and outcomes.

****Example:****

"We'll publish an annual report detailing our activities, financial statements, and impact assessments. This report will be available on our website and at community centres."

7. Review and Finalise

Once you've drafted your statement, we'll review it together to ensure it's clear and complete. We need to make sure it addresses all required sections and genuinely reflects your commitment to community interest.

8. Submit the Statement

Finally, we'll submit the completed Community Interest Statement (CIC34 form) along with the other required documents to Companies House. We'll double-check that all sections are filled out correctly to avoid any delays.

Example of a Completed Community Interest Statement

Section A: Activities

“Our CIC will offer free coding workshops for underprivileged children in our local community. These workshops will run every Saturday from 10 AM to 1 PM, with a goal of teaching at least 50 children each year. We’ll measure success by the number of kids who complete the course and their feedback.”

Section B: Community Benefits

“By providing these workshops, we hope to bridge the digital skills gap among underprivileged children, enhance their future job prospects, and contribute to the local economy. The workshops will also foster creativity and problem-solving skills.”

Section C: Ensuring Community Interest

“We’ll establish a community advisory board made up of local educators, parents, and industry professionals to make sure our workshops meet community needs. We’ll also conduct quarterly surveys to gather feedback and adjust our programs as needed.”

Section D: Inclusivity and Accessibility

“Our workshops will be held in accessible venues and will be free of charge. We’ll provide transport subsidies for children who live further away and ensure our materials are available in multiple languages.”

Section E: Transparency and Accountability

“We’ll publish an annual report detailing our activities, financial statements, and impact assessments. This report will be available on our website and at community centres.”

By following these steps, we’ll create a clear, comprehensive Community Interest Statement that effectively communicates the purpose and benefits of your CIC to Companies House.

Other useful tips:

Ideally you should have a minimum of 3 unrelated Directors for your CIC. Particularly important if you will be seeking grant funding.

Ensure you have enough Directors to manage the work required to effectively run the CIC, often this can be a challenge if there are not enough “active” Directors committed to help.

Your bank account needs to have the same name as the CIC, failure to do this will affect due diligence checks with grant funders.

Useful links.

<https://www.gov.uk/government/publications/community-interest-companies-business-activities>