

## DUE DILIGENCE REQUIREMENTS FOR APPLICANTS

Community Foundations will carry out due diligence checks on all shortlisted applications to determine the risk attached to funding your organisation. Organisations that pose a larger risk are not necessarily less likely to receive funding, but the risk level will be taken in to consideration when decision making. Applicants that do not pass due diligence will not be put forward for funding.

All supporting documentation must be supplied before the end of the assessment period, where anything is unclear Community Foundations may call applicants to obtain more information with regards to submitted documents. Applicants that do not pass due diligence will not be put forward for funding.

### SUPPORTING DOCUMENTS

- A copy of your most recent annual accounts
- Copies of the previous three months bank statements in your organisation's name
- A copy of your governing documents
- Copies of your safeguarding (if you will be working with children or vulnerable adults) and equal opportunities policies

### WHAT COMMUNITY FOUNDATIONS WILL BE ASSESSING

Community Foundations will make the following best practice checks on your organisation by reviewing your supporting documents.

Where your organisation does not comply please upload a word document with an explanation as to why this is or when you will be able to submit the required documentation.

### ACCOUNTS

- **Reserves** are reasonable given the size of the organisation and these are inline with any reserves policy you hold, we would usually expect between 3-6 months running costs. Organisations with significant reserves may be asked to explain why these reserves cannot be used to cover the cost of the activity. If you would like the opportunity to explain the level of your reserves please do so on a word document uploaded with your application.
- **Income and expenditure** is properly explained, Community Foundations will note whether there are significant differences in expenditure from one year to another and whether your organisation could pay all creditors from bank balances.
- **Restricted funds** are not in deficit and if they are these are explained.
- **Auditor's organisational and financial review** does not highlight any significant concerns.
- **Funding sources** are diverse and that your organisation is not dependant on a particular funding stream that may be at risk.

### BANK STATEMENTS

- In your organisation's name
- A bank account has at least two unrelated signatories. If signatories are related, a bank mandate should be provided preventing them from signing together.

### GOVERNING DOCUMENTS

- Legal framework is applicable to aims and activities
- Proposed activities fall within the group's charitable objectives

## SAFEGUARDING POLICY

- Definitions of abuse and signs of abuse and a description of how abuse is different for adults (if working with both children and vulnerable adults)
- Procedure for reporting safeguarding concerns
- Procedure for handling cases of disclosure revealed by DBS checks
- The name of the person responsible for child protection
- The name of the local safeguarding board
- All staff, volunteers and Trustees who are working directly with vulnerable adults and/or children should have the appropriate DSB checks and there is an understanding of when enhanced DBS checks should be carried out
- All staff, volunteers and trustees who work indirectly with vulnerable adults and/or children receive safeguarding training
- Risk assessments are carried out to ensure vulnerable adults and/or children in your care are safe
- Frequency at which the policy is reviewed, suggest annually

## EQUALITY AND DIVERSITY POLICY

- References Equality Act 2010
- Policy should cover age, being married or in a civil partnership, being pregnant or having a child, disability, race, religion/belief or lack of, gender, sexual orientation, being or becoming a transsexual person
- Equal access to services and employment
- Preventing harassment and ensuring everyone is treated equally
- Complaints are dealt with fairly

## ADDITIONAL CHECKS

Community Foundations will make the following best practice checks on your organisation using publicly available sources.

## CHARITY COMMISSION AND COMPANIES HOUSE RECORDS

- Minimum of three un-related trustees
- No returns to either organisation are overdue
- There is not a proposal to remove your organisation from either register
- Registered address is the same as on the application form
- Serious incidents (safeguarding or fraud) have been reported
- Charity Commission and Companies House checks will be carried out on partnership organisations where relevant.

## CHARITIES TRUST – ANTI MONEY LAUNDERING CHECKS

The grant payment will be made Nationwide's third-party payments provider, Charities Trust, following due diligence checks on your organisation. Charities Trust will contact you directly to request the relevant information needed to complete the due diligence checks and pay the grant, if they don't already have this information on their records.