

## Due Diligence

### Awards of £1,000 or less

This document should be completed in conjunction with the organisation that will receive the donation from the Aviva Community Fund if confirmed as a winner. Please answer the questions below and send a copy of this document and any evidence by email to [avivacommunityfund@charitiesrust.org](mailto:avivacommunityfund@charitiesrust.org) **no later than 5pm on 7 December 2018**. If you don't provide these details by that date, unfortunately your place as a Finalist will be forfeited.

Project name:

Project reference number:

#### Submitter Contact Details

Name:

Email address:

Telephone number:

Organisation/Charity Name:

Name of organisation contact:

Email address:

Telephone number:

Estimated project completion date:

Exact amount of funding requested:

**The following questions must be completed by the charity or organisation**

- |  |     |    |
|--|-----|----|
| 1. Is the organisation registered with the Charity Commission or OSCR?<br><b>If yes</b> , please state charity registration number | Yes | No |
| 2. Is your organisation a not-for-profit organisation/group for community good?  | Yes | No |
| 3. Does your organisation have an average annual income of less than £100,000?   | Yes | No |
| 4. Has your organisation/charity/group been in existence for at least six months?  | Yes | No |
| 5. Do you have a bank account in the name of the organisation?   | Yes | No |

**Evidence to be provided:**

(tick to confirm evidence supplied with this form)

Most recent certified annual reporting accounts (if not available from Charity Commission website ) **OR** annual bank statement

Bank Account details on official bank stationary (e.g. bank statement)

**Notes:**

1. To avoid delays processing due diligence, please state your project name and project reference number in the subject line of your email.
2. Due to the high volume of completed forms we will be receiving, we will only contact you if we have any questions relating to the information provided. If you don't hear from us please assume that we have received your documents and that we are processing them. **You will be informed of the outcome for your project when winners are announced from 24th January 2018 onwards.**

**This completed form and supporting evidence should be emailed to [avivacommunityfund@charititrust.org](mailto:avivacommunityfund@charititrust.org) no later than 5pm on 7 December 2018**