

Due Diligence - £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@charititrust.org **no later than 5pm on 8 December 2017.**

If you don't provide these details by that date, unfortunately your place as a Finalist will be forfeited.

About you and the project

To be completed by submitter

Project Name	
Unique Project ID	
Submitter's contact details	Name: Email address: Phone Number:
Organisation's name	
Named contact at the organisation (if different from submitter)	Name: Email address: Phone Number:
Estimated project completion date	
Please state the exact amount being requested from the Aviva Community Fund	

Questions

To be completed by charity

1	Is the organisation registered with the Charity Commission or OSCR?	YES/NO
	If yes, please confirm your charity registration number	
If yes and all your annual accounts are submitted and up to date please go straight to Question 4. If no, or your accounts aren't up to date please go to Question 2		
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 Please provide your latest certified annual reporting accounts as evidence. If you are unable to provide this evidence an annual bank statement must be provided.
4	Has your organisation/charity/group been in existence for at least 6 months?	YES/NO We will use the information provided in question 3 as evidence.
5	Do you have a bank account in the name of the organisation?	YES/NO If yes please provide bank details on official bank stationery e.g. voided cheque or bank statement.