

Due Diligence

Awards of £1,001 to £25,000

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@charitiestrust.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. What is your organisations experience? Give examples of projects your organisation has taken part in over the last year. (max 300 words)

- 2. Is the organisation registered with the Charity Commission or OSCR? Yes No
If yes, please state charity registration number
- 3. Is your organisation a not-for-profit organisation/group for community good? Yes No
- 4. Does your organisation have an average annual income of less than £1,000,000? Yes No
- 5. Has your organisation/charity/group been in existence for at least six months? Yes No
- 6. Do you have a bank account in the name of the organisation? Yes No
- 7. Has your organisation been involved in, or investigated for criminal activities; or investigated by the Charities Commission in the past three years? Yes No

***If yes,** please provide an explanation and details of outcomes:*

8. Have any of your trustees, employees or contractors been subject to investigation in relation to their work with the organisation? Yes No

If yes, please provide an explanation and details of outcomes:

9. Has an application been made before an administrative or judicial body seeking the dissolution of the organisation? Yes No

If yes, please provide an explanation and details of outcomes:

10. Is any other party or individual seeking compensation from your organisation? Yes No

If yes, please provide an explanation and details of outcomes:

11. What would happen to the project you are seeking funding for if your organisation were to dissolve?

12. Does your organisation or charity work with young people or vulnerable adults? Yes No

If yes, please provide a copy of your Child Protection (Safeguarding) Policy or Vulnerable Adults Protection (Safeguarding) policy

13. Do any of your trustees, staff or affiliates have any relationship with any Aviva employees who may have been involved in making decisions about the Aviva Community Fund? Yes No

If yes, please provide the names of these Aviva employees:

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)

Child Protection (Safeguarding) Policy or Vulnerable Adults Protection (Safeguarding) policy, if applicable

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 no later than 5pm on 7 December 2018